

Ekurhuleni North

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Performance Management Develo **Section/ Unit:** PMD **Reference Number:** EN000707

Post Description: SES: QMS,EMS PMDS, PMDS PS (2 POSTS) **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in PMDS and Performance assessment , procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills,Computer Literacy, analytial and training and development skills . Valid Driver's Licence

Duties: Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices.Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards).Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

Enquiries: Ms Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special Sc **Reference Number:** EN000708

Post Description: SES: Inclusion Facilitator **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

Duties: Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

Enquiries: Ms Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** ECD and Foundation **Reference Number:** EN000709

Post Description: SES: English and Afrikaans HL & FAL **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of Extracurricular programmes.

Enquiries: Ms Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** EN000710

Post Description: SES: Natural Science/Technology (2 POSTS) **Salary Level :** R434 118.00 per annum

Requirements: recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Intermediate Phase **Reference Number:** EN000711

Post Description: SES: Social Science **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** EN000712

Post Description: SES: Consumer & Hospitality **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of Transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Emily Mochela **Telephone No:** 011 746 8190

Ekurhuleni South

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** ES000713

Post Description: SES: Mathematics **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field with credible. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr Xolani Kheswa **Telephone No:** 011 389 6062

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** ES000714

Post Description: DCES: Senior Phase **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

Duties: Managing the Senior Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior Phase Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of Senior Phase educators and programmes Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

Enquiries: Mr Xolani Kheswa **Telephone No:** 011 389 6062

Sub-Directorate: Circuit Management and Support

Section/ Unit:

Reference Number: ES000716

Post Description: Cluster Leader

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

Duties: Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr Xolani Kheswa

Telephone No: 011 389 6062

Sub-Directorate: Performance Management Develo **Section/ Unit:** PMD

Reference Number: ES000759

Post Description: SES: QMS,EMS PMDS, PMDS PS (2 POSTS)

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in PMDS and Performance assessment , procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills,Computer Literacy, analytical and training and development skills . Valid Driver's Licence

Duties: Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices.Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards).Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

Enquiries: Mr Xolani Kheswa

Telephone No: 011 389 6034

Gauteng East

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** GE000717

Post Description: Cluster Leader **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

Duties: Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr Tinyiko Hobyane **Telephone No:** 011 736 0710

Sub-Directorate: Education Support **Section/ Unit:** Extra Curricular Progr **Reference Number:** GE000718

Post Description: SES: Youth & Culture **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License

Duties: Co-ordinate, monitor and ensure implementation of Education Support System programmes. Support the implementation of Extra Curricular programmes including Sports, Values in Education, Arts and Culture in schools. Ensure health promoting environments in institutions (e.g HIV/AIDS, School health) are implemented. Promote and ensure participation in all extra-curricular programmes. Collect and maintain data on learner and educator performance and participation.

Enquiries: Mr Mpho Leotlela **Telephone No:** 011 736 0717

Sub-Directorate: Head of District

Section/ Unit:

Reference Number: GE000719

Post Description: DCES: Dispute Management

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Qualification in labour Relations and related field serves as added advantage. Valid Driver's License.

Duties: Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization

Enquiries: Mr Tinyiko Hobyane

Telephone No: 011 736 0710

Gauteng North

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Delivery **Section/ Unit:** Senior Phase **Reference Number:** GN000730

Post Description: DCES: Senior Phase **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

Duties: Managing the Senior Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior Phase Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of Senior Phase educators and programmes. Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

Enquiries: Ms Matlhodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Curriculum Management and Delivery **Section/ Unit:** FET **Reference Number:** GN000731

Post Description: SES: Hospitality and Consumer Studies **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of Transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Matlhodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** GN000732

Post Description: Cluster Leader **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

Duties: Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Ms Mathodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special Sc **Reference Number:** GN000733

Post Description: SES: Inclusion Facilitator **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

Duties: Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

Enquiries: Ms Mathodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** GN000734

Post Description: SES: English & Afrikaans **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Mathodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** GN000735

Post Description: SES: Geography **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multifunctional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Mathodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Head of the District **Section/ Unit:** Labour Relations **Reference Number:** GN000736

Post Description: SES: Labour Relations **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

Duties: Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute, as well as ensuring sound employment relations. Promote efficient labour relations policies. Maintain labour peace within the organization.

Enquiries: Ms Matlhodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Education Support **Section/ Unit:** LTSM **Reference Number:** GN000737

Post Description: SES: LTSM **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. Valid Driver's License.

Duties: Guide procurement processes of LTSM in Public Schools, Public Special Schools. Facilitate the evaluation, selection and distribution of LTSM. Implement and monitor LTSM policy. Communicate with schools on matters relating to LTSM. Report on daily, weekly and monthly transactions with schools on matters relating to LTSM. Advise schools on the relevant use of the allocated LTSM budget. Hold regular meetings with schools for discussions on matters relating to the procurement of LTSM. Communicate with the relevant stakeholders on matters relating to LTSM procurement in schools.

Enquiries: Ms Matlhodi Moloto **Telephone No:** 012 846 3641

Sub-Directorate: Education Support **Section/ Unit:** Extra-Curricular Progr **Reference Number:** GN000770

Post Description: SES: Sport **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in sports. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. Valid Driver's License.

Duties: To promote social cohesion through sports by strengthening partnership programmes with NGOs and Government at district level. Promote, monitor and support mass participation in schools in Partnership with Gauteng sports, arts, culture and recreation department. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports programmes. Promote inclusion in sports. Compile weekly, monthly and quarterly reports based on sports. Perform school visits for the promotion and support of sporting codes in schools. Attend all sport meetings organized by the provincial office for the promotion of sports in schools.

Enquiries: Ms Matlhodi Moloto **Telephone No:** 012 846 3641

Gauteng West

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** GW000741

Post Description: SES: Grade R **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of Extracurricular programmes

Enquiries: Ms Louisa Dhlamini **Telephone No:** 011 660 4581

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Teacher Centre **Reference Number:** GW000758

Post Description: DCES: Techer Development **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills.

Duties: Manage and coordinate professional development programmes emanating from the Performance Management System (IQMS)/ PMDS and Educator National Development Strategies for all Educators in the District. Manage the District Based recruitment of candidates for Initial Teacher Education in accordance with the bursary policy. Manage the implementation of the National Teacher Awards (NTA) in the District. Oversee the process of establishing and / or strengthening the District Teacher Development Centre. Co-ordinate educator development programmes between Teacher Development Institutes and the District Teacher Development Centre. Manage the sign up of teachers onto the SACE CPTD system as well as the implementation of the system. Ensure the effective management and implementation of educator development related to special projects (e.g. SSIP).

Enquiries: Ms Louisa Dhlamini **Telephone No:** 011 660 4581

Head Office

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Quality Assurance

Section/ Unit: Whole School Evaluati

Reference Number: HO000764

Post Description: DCES: Secondary Schools (Commerce Subjects)

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and FET curriculum in a relation to a specific subject/s, sound and deep understanding of CAPS and Assessment policies and practices. An understanding of External Whole-school evaluation, Quality Management System (QMS) and Service Delivery Oversight processes. An assessor / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience will be an added advantage. Report writing and PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meetings, On-line platforms and understanding of conducting various types of evaluations (virtual/hybrid or blended/face-to-face). Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook and Analytical Programmes). Valid driver's license.

Duties: Liaise with district officials and School Management Teams. Work within a team and/or manage a team of supervisors. Conduct both district and schools' visits/meetings in preparation for evaluations. Collect and analyse data, including observation of educators in practice, in line with the Quality Management System (QMS). Ability to conduct various types of evaluation using on-line platforms and tools in preparation and for on-site evaluations. Write, edit and analyse reports. Analyse External Whole-school Evaluation reports to identify emerging trends within Districts or regions and schools. Conduct presentations at schools, districts or CIF (curriculum meetings) in sharing findings and recommendations from evaluations conducted. Conduct the administration of Systemic Evaluation instruments, administer, and monitor International Studies. Participate in Quality Assurance Directorate matrix management activities e.g. monitoring the external Grade 12 National Senior Certificate examinations, School Effectiveness visits, Focus Evaluations i.e. Under-performance of Secondary and Primary Schools, Top Performing Secondary Schools, Surveys, Thematic Evaluations, oversight monitoring tasks for other directorate or branches in GDE and any other activity in the Directorate.

Enquiries: Mr RAJ Misser

Telephone No: 011 049 8000

Sub-Directorate: Quality Assurance

Section/ Unit: WSE: P/Schools

Reference Number: HO000765

Post Description: DCES: IsiZulu HL, seSotho HL, English HL & Life Skills(4 posts)

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and satisfactory knowledge of the FET curriculum in relation to the mentioned specific subject/s, a sound and deep understanding of CAPS and Assessment policies and practices. An understanding of External Whole-school Evaluation, Quality Management System (QMS), Systemic Evaluation and Service Delivery Oversight processes. An assessor / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience will be an added advantage, so will be the proficiency in the Afrikaans language. Report writing and PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meetings, On-line platforms and understanding of conducting various types of evaluations (virtual / hybrid or blended/ face-to-face). Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, and Analytical Programmes). A valid driver's license.

Duties: Liaise with district officials and School Management Teams. Work within a team and/or manage a team of supervisors. Conduct both district and school visits/meetings in preparation for evaluations. Collect and analyse reliable and valid data, including evaluation of the extent of the implementation of Quality Management System (QMS). Ability to conduct various types of evaluations using on-line platforms and tools in preparation and for on-site. Write, edit, and analyse reports. Analyse External Whole-school Evaluation reports to identify emerging trends within Districts, regions and schools. Conduct presentations at schools, districts, or CIF (curriculum information forum meetings) on findings and recommendations from evaluations conducted. Support in the administration of Systemic Evaluation instruments, administer, and monitor Regional and International Studies. Participate in Quality Assurance Directorate matrix management activities e.g., monitoring Grade 12 National Senior Certificate examinations, School Effectiveness visits, Focused Evaluations i.e. Under-performance of Secondary and Primary Schools, Top Performing Secondary Schools, Surveys, Thematic Evaluations, oversight tasks mandated by the HOD/MEC and other delegated activities in the directorate.

Enquiries: Ms Nokuthula Gumede

Telephone No: 011 049 8000

Sub-Directorate: Early Childhood Development

Section/ Unit: ECD Curriculum

Reference Number: HO000766

Post Description: DCES: ECD Curriculum Pre-Primary Specialist

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Sound knowledge of Public Finance Management Systems, Knowledge of Grade R curriculum policies, Education policies, Knowledge and understanding of the implementation of the following policies; Curriculum and Assessment Policy Statement for Grade R – 3, National Curriculum Framework For Children from Birth to Four years, National Policy on Assessment, National Policy Pertaining to the Programme and Promotion Requirements of the National curriculum Statement – Grade R – 12, Language in Education Policy, and Education White Paper 5; White Paper 6 on Inclusive education Project management. Computer literate in MS Word, MS Power Point, MS Excel, and Outlook, Research skills, Facilitation skills, Coaching and mentoring skills. Good report writing and analytical skills. Ability to work under pressure as well as to work extra hours. A valid driver's license

Duties: Provide Leadership in ECD Curriculum throughout the Province. Coordinate the development and implementation of curriculum framework for ECD. Coordinate provincial curriculum information forum meeting for district officials. Conduct needs analysis to guide and support curriculum implementation. Enhance capacity of district officials to ensure effective and efficient curriculum delivery. Provide curriculum reports for the sub-directorate. Mediate relevant National and Provincial policies. Participation in National Curriculum structures and processes. Coordinate the development of Teaching and Learning Support materials. Conduct mediation workshops for district officials. Develop lesson plans in line with the curriculum policy. Coordinate the dissemination of curriculum policy and information to districts and Head Office. Develop and implement quality strategies for ECD curriculum Capacity building. Develop operational plans in-line with identified needs. Coordinate and participate in projects and interventions aimed at improving learner performance. Initiate and coordinate INSET programs for officials and practitioners on ECD curriculum. Monitor and support ECD curriculum implementation throughout the province. Conduct district visits to monitor and support ECD curriculum officials. Conduct site visits to monitor and verify curriculum implementation at school level. Share ECD Curriculum information with stakeholders. Support ECD and Grade R activities to strengthen curriculum implementation. Management of funds in line with operational plans. Develop submissions and specifications for procurement of services. Develop and manage procurement plans, cash flow and operational plans for ECD curriculum programmes. Compile reports inline with operational plans.

Enquiries: Ms Phumelele Tloubatla

Telephone No: 011 355 0484

Sub-Directorate: Quality Assurance

Section/ Unit: Service Delivery Over

Reference Number: HO000767

Post Description: DCES: Service Delivery Oversight

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and FET curriculum in a relation to a specific subject /s, Sound and deep understanding of CAPS and Assessment Policies and Practices. An understanding of Education Focus Evaluation processes, External Whole- school Evaluation, Quality Management System (QMS) and Systemic Evaluation. An assessors / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience will be an added advantage. Report writing and Power-point presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meeting, on-line platforms and understanding of conducting various types of evaluations and investigations (virtual/ hybrid or blended/ face-to-face). The ability to ensure continuous quality education across GDE schools. Computer skills (Ms Word, Ms Power-point, Ms Excel, Ms Access, Ms Outlook, Google Forms and Tools and analytical programmes). Valid driver's license.

Duties: Plan and coordinate the work of Service Delivery Oversight Unit. Focus Evaluation of Underperforming Schools in the province (Primary and Secondary) and other focus evaluations as determined by Senior Management in GDE. Coordinate all investigations referred to by the MEC, HOD and DDG within the timeframes provided by the GDE Top Management and provide prompt feedback. Lead the process of conducting various types of focus evaluation using on-line platforms and tools. Report on progress against the Operational Plan of the Unit and expenditure patterns. Conduct research on current trends on evaluations to inform evaluation process. Manage all activities of the Unit and report on each individual activity and the budget. Conduct PMDS of all staff allocated to Service Delivery Oversight. Quality Assure all reports compiled in the Unit. Ensure evaluated schools receive the final SDO reports including investigations reports. Lead the analysis of the SDO reports and the process of providing feedback to Schools, Districts and Head Office Directorates. Evaluate the support provided to schools by Districts. Compile GDE Quarterly report on the activities of the unit. Coordinate quarterly oversight visits to all identified Underperforming schools and compile quarterly progress reports of all schools visited. Participate in Quality Assurance all matrix management activities etc.

Enquiries: Ms Catherine Mokoena

Telephone No: 011 049 8000

Sub-Directorate: FET Curriculum Coordination **Section/ Unit:** Grades 10 - 12 **Reference Number:** HO000772

Post Description: DCES: Applied Arts (Visual Arts and Design) **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience in FET Applied Arts (Visual Arts and Design) subjects focusing on supporting teachers responsible for Arts subjects in a district. Must be registered with SACE. Honours degree or higher qualification will be an added advantage. A valid South African driver's license is essential. Extensive knowledge and insight into education policies and legislation related to curriculum, in particular to the Further Education and Training phase (Grades 10-12); Extensive knowledge of at least one of the Applied Arts subjects and knowledge of issues related to the other Applied subjects. An understanding of transformation issues and capacity building processes in education to expand participation in the Art subjects. Ability to co-ordinate projects involving a variety of role players within the Arts. The ability to work within a team and independently as well as work well under pressure to meet deadlines. Ability to apply reflective and innovative monitoring and evaluation principles and initiate support programmes to address issues related to curriculum in the Arts field. Cross-field knowledge and experience in curriculum management and implementation, teacher, and material development is essential. Research skills; strategic planning skills; excellent verbal and written communication skills, strong analytical skills, and advanced computer literacy; Ability to promote, plan and implement effective teaching and learning strategies to improve learning outcomes in Arts subjects.

Duties: Provide effective leadership in Applied Arts and implement curriculum policies in the FET phase. Coordinate all curriculum, assessment and support initiatives relevant to the subject(s). Develop appropriate short, medium, and long-term strategies and initiatives to support Senior Subject Specialists (SESs) and teachers within the FET Arts. Structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non -governmental sectors. Ensure the establishment of appropriate systems, structures, mechanisms, processes, and procedure to facilitate the development, support, and maintenance of curriculum in the field of expertise. Analyse data to inform purpose of planning, reviewing, reporting, and disseminating information to district SES's.

Enquiries: Ms Rafia Davids **Telephone No:** 071 194 5818

Sub-Directorate: FET Curriculum Coordination **Section/ Unit:** Grades 10 - 12 **Reference Number:** HO000773

Post Description: DCES: Life Sciences **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Good organisational planning, proven management and analytical skills, Conversant with the National Curriculum Policy related to Life Sciences. Comprehensive understanding of the education system particularly CAPS, Assessment, teacher development, curriculum development, and the latest prescripts of policies, and legislation. An understanding of transformation issues and capacity building processes in education to expand participation and performance in Life Sciences subject. Ability to co-ordinate projects and Skills programmes involving a variety of role players within the Life Sciences environment. The ability to work within a team and independently as well as work well under pressure to meet deadlines. Good communication (verbal and written) skills and advanced computer literacy in MS Word, Excel, PowerPoint is essential. Excellent report writing skills is essential. Willingness to work long hours and travel frequently and communicate at ease at all levels. Cross-field knowledge and experience in curriculum management and implementation, research, teacher, and material development. A valid South African driver's license is essential.

Duties: Co-ordinate all curriculum, assessment, and skills development support initiatives relevant to Life Sciences subject. Develop appropriate short, medium, and long-term strategies and initiatives to support Senior Subject Specialists (SESs) and teachers within the relevant FET field. Structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non -governmental sectors. Ensure the establishment of appropriate systems, structures, mechanisms, processes, and procedure to facilitate the development, support, and maintenance of curriculum in the field of expertise. Analyse data to inform purpose of planning, reviewing, reporting, and disseminating information to district SES's.

Enquiries: Mr Themba Nkabinde **Telephone No:** 071 196 0804

Johannesburg Central

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Performance Management Develo **Section/ Unit:** PMD **Reference Number:** JC000760

Post Description: SES: QMS,EMS PMDS, PMDS PS **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in PMDS and Performance assessment , procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills,Computer Literacy, analytial and training and development skills . Valid Driver's Licence

Duties: Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices.Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards).Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

Enquiries: Mr Linda Mabutho

Telephone No: 011 983 2231

Sub-Directorate: Performance Management Develo **Section/ Unit:** PMD

Reference Number: JC000763

Post Description: DCES: PMD

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands on experience and knowledge in PMD procedures, regulations and policies. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills. Valid driver's license.

Duties: Coordinate the monitoring and evaluation and implementation of educators and PS staff on level 1-12 Performance Management Systems and processes. Conduct regular on site/virtual visits to district offices and schools on QMS (Quality Management Systems), EMS PMDS and PMD PS processes and procedures. Facilitate correct interpretation, effective planning, implementation, monitoring and evaluation of PMD policies. Represent the district at other relevant forums. Coordinate and manage PMD district and provincial priorities and projects such as GDE SEA (Service Excellence Awards). Ensure effective and efficient utilisation of resources and information services. Work collaboratively with other sub- directorates to improve staff performance. Ensure the moderation of Performance Management Systems scores. Conduct analysis of data collected on QMS, EMS PMDS and PMDS PS scores and prepare the presentation for the moderation committee. Compile the moderation report. Ensure that the logistical arrangements take place for the moderation of scores to ascertain that performance is evaluated in an equitable and consistent manner across the district. Facilitate the implementation of Performance Management Systems Output. Conducting (virtual) advocacy and training on PMDS PS, EMS PMDS & QMS policies. Collect, Quality assures the submitted PMDS PS, EMS PMDS and QMS Performance Management scores. Capture Performance Contracts, reviews, and scores on PERSAL. Manage the timeous response to queries related to pay progression and the mop up process. Ensure implementation of Employee Health and Wellness programmes in the district offices and Schools. Managing the marketing and advocacy for access to Psychosocial services to all employees and their family members. Manage the implementation of preventative and reactive programmes/interventions (EH&W programmes). Manage the 4 pillars of EH&W Programmes. Manage the implementation of skills development practices in the district. Manage the process of compiling the WSP&R. Manage learnerships and internships for youth and employees. Manage the Bursary scheme for PS School Based and Office Based staff. Manage and chair the activities of the District Skills Development Coordinating Team. Manage the budget in line with PFMA and Skills Development Levy Act and Supply Chain Management and Treasury Regulations. Manage the submission of monthly, quarterly, and annual reports that are in line with the PMD implementation plans to both internal and external stakeholders. Management of human, physical and financial resources.

Enquiries: Mr Linda Mabutho

Telephone No: 011 983 2231

Johannesburg East

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: Extra Curricular Progr

Reference Number: JE000724

Post Description: SES: Youth & Culture

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License

Duties: Co-ordinate, monitor and ensure implementation of Education Support System programmes. Support the implementation of Extra Curricular programmes including Sports, Values in Education, Arts and Culture in schools. Ensure health promoting environments in institutions (e.g HIV/AIDS, School health) are implemented. Promote and ensure participation in all extra-curricular programmes. Collect and maintain data on learner and educator performance and participation.

Enquiries: Ms Elizabeth Moloko

Telephone No: 011 666 9109

Sub-Directorate: Curriculum Management and Deliv

Section/ Unit: FET

Reference Number: JE000768

Post Description: SES: CAT and IT

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education and CAT and IT qualification plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. Computer Literacy is essential. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the subject programmes, activities and projects within a specific subject. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Elizabeth Moloko

Telephone No: 011 666 9109

Sub-Directorate: Circuit Management and Support

Section/ Unit:

Reference Number: JE000769

Post Description: Cluster Leader

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

Duties: Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Ms Elizabeth Moloko

Telephone No: 011 666 9109

Johannesburg North

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: Extra Curricular Progr

Reference Number: JN000726

Post Description: SES: Values in Education

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: To promote Social cohesion through National Identity Programmes, Patriotic programmes and Competitive programmes. Promote, monitor and support mass participation in extra-curricular in Partnership with Sister departments, NGO's and Stakeholders. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports and Extra-Curricular programmes. Promote inclusion through participatory social cohesion programmes for the enhancement of constitutional democracy. Compile weekly, monthly and quarterly reports based on school and District Activities. Perform school visits for the promotion and support of extra-curricular and sporting activities in schools. Attend all sport and extra-curricular meetings organized by the provincial office for the promotion of extra-curricular programmes in schools.

Enquiries: Ms Nelisiwe Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special Sc

Reference Number: JN000727

Post Description: SES: Inclusion Facilitator (3 POSTS)

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

Duties: Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

Enquiries: Ms Nelisiwe Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Education Support

Section/ Unit: E-Learning

Reference Number: JN000728

Post Description: SES-E-Learning

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Enable the learning system to accommodate a diversity of learning needs to prevent learning breakdown and exclusion. To enhance quality teaching, access to content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of Schools of the Future School Administration and Management System (SA-SAMS).

Enquiries: Ms Nelisiwe Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Curriculum Management and Deliv

Section/ Unit: FET

Reference Number: JN000729

Post Description: SES: Afrikaans HL/FAL

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Nelisiwe Mashazi

Telephone No: 011 694 9321

Johannesburg West

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** JW000725

Post Description: SES: Engineering Graphic and Design **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of Transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Performance Management Develo **Section/ Unit:** PMD **Reference Number:** JW000762

Post Description: SES: QMS,EMS PMDS, PMDS PS **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in PMDS and Performance assessment , procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills,Computer Literacy, analytial and training and development skills . Valid Driver's Licence

Duties: Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices.Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards).Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

Enquiries: Mr Lizwe Jafta **Telephone No:** 011 831 5433

Sedibeng East

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** SE000721

Post Description: Cluster Leader **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

Duties: Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Ms Nomathemba Xawuka **Telephone No:** 016 440 1717

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** SE000722

Post Description: SES: Life Skills **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Nomathemba Xawuka **Telephone No:** 016 440 1717

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET

Reference Number: SE000723

Post Description: SES: Accounting

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Nomathemba Xawuka

Telephone No: 016 440 1717

Tshwane North

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** TN000739

Post Description: SES: Isizulu & Xitsonga **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Rejoice Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Education Support **Section/ Unit:** Extra Curricular Progr **Reference Number:** TN000740

Post Description: SES: Integrated School Health **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Rejoyce Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Circuit Management and Support

Section/ Unit:

Reference Number: TN000756

Post Description: Cluster Leader

Salary Level : R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

Duties: Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Ms Rejoice Manamela

Telephone No: 012 543 4313

Tshwane South

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** TS000742

Post Description: Cluster Leader (3 POSTS) **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

Duties: Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr Thabiso Mphosi **Telephone No:** 012 401 6434

Sub-Directorate: Education Support **Section/ Unit:** E-Learning **Reference Number:** TS000743

Post Description: SES: E-learning **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge E-Learning. Experience in developing teachers on E-Learning solution strategy. A sound Knowledge of ICT school based committee. Ability to work independently as well as in a team and under pressure. Good written and verbal skills. Computer skills in word, Power Point, Outlook and all other relevant packages, Report writing skills. Valid Driver's License.

Duties: Enable the learning system to accommodate a diversity of learning needs to prevent learning breakdown and exclusion. To enhance quality teaching, access to content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of "Schools of the Future"; School Administration and Management System (SA-SAMS).

Enquiries: Mr Thabiso Mphosi **Telephone No:** 012 401 6434

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** TS000744

Post Description: SES: Sotho Languages (Sepedi, Setswana and Sesotho) **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr Thabiso Mphosi **Telephone No:** 012 401 6434

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** TS000745

Post Description: SES: Grade R **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of Extracurricular programmes

Enquiries: Mr Thabiso Mphosi **Telephone No:** 012 401 6434

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special Sc **Reference Number:** TS000746

Post Description: SES: Inclusion Facilitator (3 POSTS) **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

Duties: Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

Enquiries: Mr Thabiso Mphosi **Telephone No:** 012 401 6434

Sub-Directorate: CUrriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** TS000747

Post Description: SES: Physical Science & Technical Science **Salary Level :** R434 118.00 per annum

Requirements: A recognised four year qualification , which includes professional teacher education in FET phase plus Five years' experience in the educational field. Must be registered with SACE. Must have teaching and subject management experience in the FET phase. Hands on experience and knowledge in teacher development and curriculum development policy and practise. A sound knowledge of NQF,CAPS,RNCS & NCS,NPA,NPPPPR and other legislative framework. An understanding of transformation issues and capacity building processes in education Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills and computer literacy including all MS Office suites. Qualification and experience as an assessor and moderator will be an added advantage. Valid Driver,s license

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr Thabiso Mphosi **Telephone No:** 012 401 6434

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET

Reference Number: TS000748

Post Description: SES: Assessment

Salary Level : R434 118.00 per annum

Requirements: A recognised four year qualification , which includes professional teacher education in FET phase plus Five years' experience in the educational field. Must be registered with SACE. A sound knowledge of NQF, CAPS, RNCS & NCS,NPPPPR, NPA and other related legislative framework. Hands on experience and knowledge about assessment and curriculum policies and practices. Experience in teacher development. Strong analysis and organisational skills. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. Good working knowledge and computer literacy skill including SA-SAMS and all MS Office suites.Knowledge and experience in quality assurance, moderation process and assessment structures, at school, district and provincial level. A qualification in database management, as an assessor or moderator and experience will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of Extracurricular programmes.

Enquiries: Mr Thabiso Mphosi

Telephone No: 012 401 6434

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** ECD and Foundation **Reference Number:** TS000749

Post Description: SES: English / Afrikaans

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of Extracurricular programmes.

Enquiries: Mr Thabiso Mphosi

Telephone No: 012 401 6434

Sub-Directorate: Performance Management Develo **Section/ Unit:** PMD

Reference Number: TS000761

Post Description: SES: QMS,EMS PMDS, PMDS PS

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in PMDS and Performance assessment , procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills,Computer Literacy, analytical and training and development skills . Valid Driver's Licence

Duties: Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices.Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards).Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

Enquiries: Mr Thabiso Mphosi

Telephone No: 011 401 6363

Tshwane West

VACANCY LIST FEBRUARY 2023 (OFFICEBASED)

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special Sc **Reference Number:** TW000750

Post Description: SES: Inclusion Facilitator (2 POSTS) **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

Duties: Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

Enquiries: Ms Priscilla Ravele **Telephone No:** 012 725 1451

Sub-Directorate: Education Support **Section/ Unit:** LTSM **Reference Number:** TW000751

Post Description: SES: Library Services **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Provide guidance & monitor the development and use of school libraries. (Include all school library monitoring).Providing training to School Library Coordinators on: School Library organisation, management and Reading Promotions. Supporting the Read to Lead Campaign. Guiding and monitoring schools on the utilisation of the school library allocation. Managing the district library. Liaising with other units in the District, Community Libraries, NGO's and partners on library related matters.

Enquiries: Ms Priscilla Ravele **Telephone No:** 012 725 1451

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET

Reference Number: TW000752

Post Description: SES: Isizulu

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Priscilla Ravele

Telephone No: 012 725 1451

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** FET

Reference Number: TW000753

Post Description: SES: Business Studies

Salary Level : R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a biasfree assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Priscilla Ravele

Telephone No: 012 725 1451

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** TW000754

Post Description: SES: Life Orientation **Salary Level :** R434 118.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Priscilla Ravele **Telephone No:** 012 725 1451

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Teacher Centre **Reference Number:** TW000755

Post Description: DCES: Teacher Development **Salary Level :** R535 011.00 Per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills.

Duties: Manage and coordinate professional development programmes emanating from the Performance Management System (IQMS)/ PMDS and Educator National Development Strategies for all Educators in the District. Manage the District Based recruitment of candidates for Initial Teacher Education in accordance with the bursary policy. Manage the implementation of the National Teacher Awards (NTA) in the District. Oversee the process of establishing and / or strengthening the District Teacher Development Centre. Co-ordinate educator development programmes between Teacher Development Institutes and the District Teacher Development Centre. Manage the sign up of teachers onto the SACE CPTD system as well as the implementation of the system. Ensure the effective management and implementation of educator development related to special projects (e.g. SSIP).

Enquiries: Ms Priscilla Ravele **Telephone No:** 012 725 1451
