



Ekurhuleni North

VACANCY LIST 2019 (OFFICEBASED)

Post Description: SES: Social Science

Salary Level R 415 245.00 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

Directorate / Sub-Directorate	: Curriculum Management and Deliv e	Section/ Unit	Foundation Phase	Refer	ence Number: EN000222
Post Description	on: SES: Mathematics X 2		Salary	Level F	R 415 245.00 per annum
Requirements:	A recognized three or four-year qua the educational field . Must be regi and curriculum development policy legislative framework. An understar to work independently as well as in qualification in the identified phase	stered with SACE. H and practice. A sounding of transformat a team and under p	Hands on experience and ind knowledge of NQF, C ion issues and capacity b pressure. Good written ar	l knowledg APS, RNG puilding pr nd verbal d	ge in teacher development CS & NCS and other related ocesses in education. Ability
Duties:	Co-ordinate, monitor and ensure in and projects within a specific learni barriers to learning and developme assessment system. Implement po practices. Assist educations in deve educators in the implementation of accommodate barriers experienced and for profiles in case of expulsior Monitor learner performance and id extracurricular programmes.	ng area. Co-ordinat nt takes place. Pror licy and guidelines t eloping and using a continuous assessr by learners. Ensur and transfer. Colle	e, monitor and ensure th note the implementation hat ensure multi-level an variety of assessment m nent. Promote and ensur e the implementation of g ct and maintain data on l	at the ider of policy b d multi-fur ethods, to re the use guidelines earner pe	tification and addressing of based on a bias-free inctional assessment ols and techniques. Assist of assessment practices to on benchmarking portfolio's rformance and resources.
Enquiries: Ms	Emily Mochela		Teleph	one No:	011 746 8190



Directorate / : Curriculum Management and Deliv Section/Unit FET Sub-Directorate Reference Number: EN000223

Post Description: Deputy Chief Education Specialist

Salary Level R 511 752.00per 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 FET Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to FET 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 FET Phase educators and programmes Establish and maintain systems for supporting strategic planning in FET Phase classes. Monitor the quality of institutions.

Enquiries: Ms Emily Mochela

 Telephone No:
 011 746 8190

Directorate / Sub-Directorat	: Education Support te	Section/ Unit	Education Support Sy	Refere	nce Number: EN000250
Post Descripti	on: SES: E-Learning		Salary L	.evel R	415 245.00 per annum
Requirements	the educational field . Mus and curriculum developmer legislative framework. An u to work independently as w	year qualification, which inclu t be registered with SACE. H nt policy and practice. A sour nderstanding of transformation rell as in a team and under p d phase will be an added add	ands on experience and I nd knowledge of NQF, CA on issues and capacity bu ressure. Good written and	knowledge PS, RNC uilding pro- l verbal co	S & NCS and other related cesses in education. Ability
Duties:	exclusion. To enhance qua educators and introducing different paces in line with to use engaging adaptive e Co-ordinate National and P	to accommodate a diversity lity teaching, access to conte ICT devices and Educational the CAPS requirements for e exercises and undergo digital Provincial ICT initiatives within stration and Management Sy	ent, leaner engagement and software into the classrood ach grade and subject us assessments that will ena- the context of e-Education	nd school oms. Abilit ing digital able teach	administration by training ty to facilitate learning at resources. Assist learners ners to offer immediate help.
Enquiries: M	s Emily Mochela		Telepho	ne No:	011 746 8190



Directorate / : Curriculum Management & Deliver Section/Unit Sub-Directorate

Post Description: DCES: Teacher Development

- **Requirements:** A recognized three or four-year gualification, 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 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.
- Implementation of special projects (e.g. SSIP, LETU). Monitoring of special interventions in institutions. Administration Duties: of Unit (e.g. Tutor claims). Co-ordinate all projects delegated by the Office of the Director.

Enquiries: Ms Emily Mochela

Telephone No: 011 746 8190

Salary Level R 511 752.00per annum

Ekurhuleni South

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Circuit Management & Support	Section/ Unit	Reference Number: ES000219
Post Description	Cluster Leader X2 Posts		Salary Level R 511 752.00per annum
Requirements:	the educational field with credible, management and leadership skills development policy and Practice. A of transformation issues and capac	relevant management experience. Me Hands-on experience and knowledg A sound knowledge of National Qualif city building processes in education. A y to work independently as well as in	al teacher education plus 8 years' experience in ust be registered with SACE. Proven e in teacher development and curriculum ication Framework and NCS. An understanding Ability to co-ordinate projects and processes a team. Good communication skills (written &

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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation 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 are implemented according to plan. 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 process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr. Xolani Kheswa

Telephone No: 011 389 6062

Reference Number: EN000251





Gauteng East

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Head of the District	Section/ Unit	Labour Relations	Refere	nce Number: GE000252
Post Description	: SES: Labour Relations x2 Posts		Salary	/ Level R	415 245.00 per annum
Requirements:	A recognized three or four-year qua the educational field . Must be regis E of EA; EEA; PSA; PSR; BCEA; SI GPSSBC and ELRC. An understand to work independently as well as in Labour Relations related field will be	stered with SACE. K DA; COIDA; SASA. ding of transformation a team. Good writte	Knowledge of legislation Knowledge of Collective on issues and capacity h n and verbal communic	s which inclue agreement building proc ation skills.	ude but not limited to: LRA; is concluded at PSCBC; cesses in education. Ability
Duties:	Implement policy regarding disciplin employment relations. Promote effic				
•	lpho Leotlela : Curriculum Management and Deliv	Section/ Unit	Telepl Foundation Phase	none No: Refere	011 736 0717 nce Number: GE000255
Directorate / Sub-Directorate		Section/ Unit	Foundation Phase	Refere	
Directorate / Sub-Directorate	: Curriculum Management and Deliv	lification, which incl stered with SACE. H and practice. A sou iding of transformati a team and under p	Foundation Phase Salary udes professional teach lands on experience an nd knowledge of NQF, (on issues and capacity ressure. Good written a	Reference / Level R her education d knowledge CAPS, RNC building pro nd verbal co	nce Number: GE000255 415 245.00 per annum n plus 5 years' experience i e in teacher development S & NCS and other related cesses in education. Ability

Enquiries: Mr Mpho Leotlela



 Directorate /
 : Curriculum Delivery and Delivery
 Section/ Unit
 FET
 Reference Number: GE000261

 Sub-Directorate
 Sub-Directorate
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 Sub-Directorate
 Sub-Directorate

Post Description: SES: Life Orientation

Salary Level R 415 245.00 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: Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate structures.

Enquiries: Mr Mpho Leotlela





Gauteng North

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Head of the District	Section/ Unit	Labour Relations	Referen	ce Number: GN000239
Post Description	: SES: Labour Relations		Salary	/ Level R 4	15 245 per annum
Requirements:	A recognized three or four-year qua the educational field . Must be regis E of EA; EEA; PSA; PSR; BCEA; SI GPSSBC and ELRC. An understand to work independently as well as in Labour Relations related field will be	stered with SACE. K DA; COIDA; SASA. ding of transformation a team. Good writte	Knowledge of legislation Knowledge of Collective on issues and capacity b n and verbal communic	s which inclue agreements building proce ation skills. A	de but not limited to: LRA; concluded at PSCBC; sses in education. Ability
Duties:	Implement policy regarding disciplin employment relations. Promote effic				
			Tolonk	none No:	012 846 3641
	A Phaswana : Information Systems & Strategic PI	Section/ Unit	Policy and Planning		ce Number: GN000240
Directorate / Sub-Directorate		Section/ Unit	Policy and Planning	Referen	ce Number: GN000240 11 752.00per annum
Directorate / Sub-Directorate	: Information Systems & Strategic PI	lification, which incl elevant management es with regards to end , spreadsheets and	Policy and Planning Salary udes professional teach nt experience. Must be r ducation legislation, edu databases). Ability to id	Referen v Level R 5 er education egistered with ication policie lentify and co	11 752.00per annum plus 8 years' experience ir n SACE. Skills, es and public finance. nceptualize education

Enquiries: Mr. LA Phaswana

Telephone No: 012 846 3641



Directorate / : Curriculum Management & Deliver Section/Unit FET Sub-Directorate

Reference Number: GN000241

Post Description: DCES: FET Co-ordinator

Salary Level R 511 752.00 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: 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.

Enquiries: Mr. LA Phaswana

Gauteng West

Telephone No: 012 846 3641

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Circuit Support Team	Section/ Unit	Refe	erence Number: GW000245
Post Description	: Cluster Leader X2		Salary Level	R 511 752.00 per annum
Requirements:	the educational field with cre management and leadership development policy and Pra of transformation issues and	rear qualification, which includes pr edible, relevant management exper p skills. Hands-on experience and l ctice. A sound knowledge of Natior d capacity building processes in ed s. Ability to work independently as v /alid driver's license.	rience. Must be registere knowledge in teacher dev nal Qualification Framewo ucation. Ability to co-ordi	d with SACE. Proven velopment and curriculum ork and NCS. An understanding nate projects and processes
Duties:		ols allocated to him/her as per the		5

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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation 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 are implemented according to plan. 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 process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Ms Louisa Dhlamini

Telephone No: 011 660 4581



Head Office

VACANCY LIST 2019 (OFFICEBASED)

Directorate / : Library Service -LTSM Section/Unit Multimedia Services C Reference Number: HO000216 Sub-Directorate Post Description: SES: Project Work Salary Level R 415 245.00 per annum A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in **Requirements:** the educational field . Must be registered with SACE. Three (3) years Library and Information Science qualifications with 3 years relevant experience in a library environment will be an added advantage. Experience in information retrieval and formats (including Ebso Host, SABINET, and Digital Library, computerised library management system. Computer skills including MS Office. Good verbal and written communication skills. Strong customer service and client orientation. A valid driver's license is required. **Duties:** Search and download journal articles, eBooks and book chapters on EBSCO Edu source and send them by email. Develop library digital resources policy and procedures. Assist with electronic information searches from internet, digital resources and databases. Access SABINET for the Interlibrary Loan requests. Register users and learners on the Overdrive Digital Library. Assist users to access the Digital Library and download books when needed. Train new users to access the Digital Library and EBSCO database. Assist with general lending services. Assist with the Reading Club activities. Celebrate library related celebration by exhibiting library resources. Enquiries: Ms Busi Dlamini 083 266 8085 **Telephone No:** Directorate / : Library Service –LTSM Section/Unit Multimedia Services C Reference Number: HO000217 Sub-Directorate Salary Level R 511 752.00 per annum Post Description: Deputy Chief Education Specialist A recognized three or four-year gualification, which includes professional teacher education plus 8 years' experience in **Requirements:** the educational field with credible, relevant management experience. Must be registered with SACE. Three (3) years Library and Information Science qualifications with 5 years relevant experience in a library environment will be an added advantage. Above- average applied knowledge of school library management. Sound operational planning and management skills. Advanced computer skills in MS Office software (Access, Excel and Outlook) and library management software. Excellent communication (verbal and written) skills and the ability to proof-read and edit documents Good and functional knowledge of Government prescripts and Educational Framework and policies. Understanding of the curriculum as well as excellent data and information management skills. Ability to manage electronic systems. Ability to work well independently and under pressure as well as adhere to deadlines. Strong leadership, negotiation and facilitation skills. Good interpersonal relations and the ability to handle pressure. A valid driver's license is required. LIASA membership. Duties: School Library Development: Assist schools in setting-up and revitalizing school libraries. Initiate projects to establish new school libraries and support existing functional school libraries. Support the implementation of the digital lending library. Collect school library databases and compile statistics. Reading Promotion Programmes: Support the settingup of Reading Clubs, participation in Drop All and Read, Literacy Quizes, Book Fair's. Support District Library Facilitators: Assist CES with monthly Information Sharing sessions to enhance school library development. Coordinate school library exhibitions in districts, invite publishers and monitor exhibitions. Provide training to district library staff and school Library Committees. Adjudicate district school library showcases. Support and monitor mobile library services rendered at schools. Reporting: Prepare Library Services presentations for meetings. Provide information for the monthly Key Deliverables, Quarterly-, NSLA- and DBE Reports. Network and cooperate with partners: In the setting up and donation of school libraries, NGO's and other Departmental Directorates, manage the partnership between GDE and community libraries and NGOs, visit schools and monitor project progress, provide training required by school librarians, Implementation of the National Guidelines for School Library and Information Service: monitor the implementation of national guidelines. Develop Library Catalogues for primary and secondary schools: Call for submission from the publishers, evaluate the library resources, quality assure the catalogues, print the catalogues, distribution of catalogues to schools.

Enquiries: Ms Busi Dlamini

Telephone No: 083 266 8085



Directorate / : Office of the HOD Sub-Directorate Section/ Unit Oversight Service Deli Reference Number: HO000218

Post Description: DCES: (Reorganization of Schools)X2

Salary Level R 511 752.00 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. Project management formal accreditation and experience will be an advantage. Knowledge of computer literacy in MS Word, Excel and Power Point will be favourable, key national and provincial legislative mandates and policies governing the strategic objectives and priorities of the GDE and its Reorganisation of Schools (RoS) programmes and related gazetted mandates and strategies. A comprehensive and integrated understanding of relevant key policies; strategies and programmes viz. CAPS, Reorganisation of Schools, assessment and certification; teacher development; SIAS etc. is mandatory. An understanding of the transformation issues and capacity building and change management initiatives in the GDE is imperative. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines is essential traits. Good communication (verbal and written) skills. A valid driver's license is required.
- Duties: To coordinate and monitor the implementation of Reorganisation of Schools programmes, across the Districts in the province, providing the required technical support to the Section 17 Governing Body schools and the Schools of Specialization; develop the operational and implementation plans for supporting the programme activities of the Reorganization of Schools (RoS) schools, track progress using appropriate project management tools; analyse data; and initiate improvements accordingly; coordinate monthly and quarterly PMT structures with relevant Reorganization of Schools (RoS) stakeholders and plan appropriate events; plan skills training where needed for Reorganization of Schools (RoS) support officials and educators (at all levels) and evaluate programme implementation and impact. Monitor sites and report accordingly. Update the Reorganisation of Schools strategic register. Showcase best practice within and across districts. Report effectively but also consolidate composite reports received from districts.

Enquiries: Ms Caroline Raphael



Directorate / : Curriculum Management & Deliver Section / Unit FET Sub-Directorate

Reference Number: HO000243

Post Description: DCES: Mathematics

Salary Level R 511 752.00 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. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Good understanding of the education system particularly CAPS, Assessment, teacher development and curriculum development, policies and legislation. An understanding of transformation issues and capacity building processes in education. Ability to coordinate projects and processes involving a variety of role players. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines Good communication (verbal and written) skills. Advanced computer literacy in MS Word, Excel, PowerPoint A valid driver's license. Willingness to work long hours and travel frequently. A commitment to participative management, teamwork and innovative leadership. Cross-field knowledge and experience in curriculum management and implementation, research, teaching and learning material development. Experience in liaison with all stakeholders. A sound understanding of education transformation and curriculum development and coordination.
- Duties: Co-ordinate all curriculum and teacher development and support initiatives relevant to the subject(s). Ensure the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Develop appropriate short, medium and long term strategies and projects to achieve the support Senior Subject Specialists (SESs) and teachers. Structure and facilitates constructive relationships with various teacher and curriculum development providers in the community, private, government and no-government sectors. Ensure the establishment and sustenance of appropriate systems, structures, mechanisms, processes and procedure to facilitate the development support and maintenance. Maintain and update information requirements for the purpose of review and reporting, including qualitative data, and review and disseminate information emanating from reports districts SESs.

Enquiries: Ms Florence Nxumalo

 Telephone No:
 011 355 0198





Directorate / : FET Curriculum Coordination Sub-Directorate Section/ Unit Curriculum Developm

Reference Number: HO000244

Post Description: DCES:Technical Mathematics

Salary Level R 511 752.00 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. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Good understanding of the education system particularly CAPS, Assessment, teacher development and curriculum development, policies and legislation. An understanding of transformation issues and capacity building processes in education. Ability to coordinate projects and processes involving a variety of role players. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines Good communication (verbal and written) skills. Advanced computer literacy in MS Word, Excel, PowerPoint. Registration with SACE. The following will be an advantage: Willingness to work long hours and travel frequently. A commitment to participative management, teamwork and innovative leadership. The ability to communicate at ease at all levels. Cross-field knowledge and experience in curriculum management and implementation, research, teacher and material development. Experience in liaison with all stakeholders. A sound understanding of education transformation and curriculum development and coordination. A valid driver's license.
- Duties: Co-ordinate all curriculum and teacher development and support initiatives relevant to the subject(s). Ensure the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Develop appropriate short, medium and long term strategies and projects to achieve the support Senior Subject Specialists (SESs) and teachers. Structure and facilitates constructive relationships with various teacher and curriculum development providers in the community, private, government and no-government sectors. Ensure the establishment and sustenance of appropriate systems, structures, mechanisms, processes and procedure to facilitate the development, support and maintenance of curriculum in the field of expertise. Maintain and update information requirements for the purpose of review and reporting, including qualitative data, and review and disseminate information emanating from reports districts SESs.

Enquiries: Ms Florence Nxumalo





 Directorate /
 : FET Curriculum Coordination
 Section/ Unit
 Curriculum Developm
 Reference Number: HO000248

 Sub-Directorate

Post Description: DCES: Mechanical Technology/Electrical Technology/Civil Tech Salary Level R 511 752 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. Good organisational, planning and project management skills, credible curriculum management experience in any one of the technical subject specialisations (Mechanical Technology, Electrical Technology and Civil Technology within the FET environment. A sound knowledge, understanding and experience of the education system policies, and relevant education legislation. A sound understanding of transformation issues and capacity building processes in education. Ability to co-ordinate and manage projects and processes involving a variety of role players. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines. Strong analytical and advanced computer skills, data mining and handling knowledge of and experience in research on the latest developments related to curriculum. Good communication (verbal and written) skills. Proven experience in project management is a pre-requisite. Registration with SACE. The following will be an advantage: A Technical subject/s background, willingness to work long hours. A commitment to participative management, teamwork and innovative leadership. Cross-field knowledge and experience in project management, curriculum and research. A valid driver's license.

Duties: Administering the implementation of special projects (e.g. Multi- Certification; SOS; MST, PAT Exhibition etc). Develop Business Plans and generate programme and project reports. Monitoring the implementation of the project and allocated budget. Ensure the establishment and sustenance of appropriate systems, structures, mechanisms, processes and procedure to facilitate the development support and maintenance of the projects. Maintain and update information requirements for the purpose of review and reporting, including qualitative data. Coordinate all projects delegated by the Office of the Director.

Enquiries: Ms Florence Nxumalo



Johannesburg Central

VACANCY LIST 2019 (OFFICEBASED)

 Directorate /
 : Circuit Support Management
 Section/ Unit
 Circuit Management & Reference Number: JC000206

 Sub-Directorate
 Post Description: Cluster Leader
 Salary Level
 R 511 752.00per 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 and NCS. 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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation 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 are implemented according to plan. 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 process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr	. Linda Mabutho		Т	elephone No:	011 983 2231	
Directorate / Sub-Directorat	: Curriculum Management & Deliver e	Section/ Unit	E-Learning	Referer	nce Number: JC000207	
Post Description	on: SES: E-Learning		s	alary Level R4	115 245 per annum	
Requirements:	A recognized three or four-year qual the educational field . Must be regis and curriculum development policy a legislative framework. An understan to work independently as well as in a qualification in the identified phase v	stered with SACE. Hand practice. A sou ding of transformat a team and under p	lands on experien nd knowledge of N ion issues and car ressure. Good wri	ce and knowledge IQF, CAPS, RNCS pacity building proc tten and verbal co	in teacher development & NCS and other related cesses in education. Ability	
Duties:	exclusion. To enhance quality teach educators and introducing ICT devic different paces in line with the CAPS to use engaging adaptive exercises Co-ordinate National and Provincial	e the learning system to accommodate a diversity of learning needs to prevent learning breakdown and sion. To enhance quality teaching, access to content, leaner engagement and school administration by training tors and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at ent paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners e engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help dinate National and Provincial ICT initiatives within the context of e-Education including the rollout of "Schools of uture"; School Administration and Management System (SA-SAMS).				
Enquiries: Mr	. Linda Mabutho		т	elephone No:	011 983 2231	





Directorate / : Curriculum Management & Deliver Section / Unit LTSM Sub-Directorate

Reference Number: JC000208

Post Description: SES: LTSM

Salary Level R 415 245.00 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: Guide procurement processes of LTSM in Public Schools, Public Special Schools and AET centers. 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: Mr. Linda Mabutho

 Telephone No:
 011 983 2231

Directorate /	: Curriculum Management & Deliver	Section/ Unit	Intermediate Phase	Reference Number: JC000209
Sub-Directorate				

Post Description: SES: Social Science

Salary Level R 415 245.00 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 programs, 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 programs.

Enquiries: Mr. Linda Mabutho



Section/ Unit

Extra-Curricular Progr

Reference Number: JC000210



Directorate / Sub-Directorate

: Education Support

Post Description	: SES: Youth and Culture	Salary Level R 415 245.00 per annum
Requirements:	the educational . Must be registered with SACE. Hand curriculum development policy and practice. A sound l legislative framework. An understanding of transforma	ludes professional teacher education plus 5 years' experience in s on experience and knowledge in teacher development and knowledge of NQF, CAPS, RNCS & NCS and other related tion issues and capacity building processes in education. Ability pressure. Good written and verbal communication skills. A lvantage. Valid Driver's License.
Duties:	environments in institutions (e.g HIV/AIDS, School hea	lucation Support System programmes. Support the ing Sports, Arts and Culture in schools. Ensure health promoting lth) are implemented. Promote and ensure participation in all a on learner and educator performance and participation.
Enquiries: Mr. L	inda Mabutho	Telephone No: 011 983 2231
Directorate / Sub-Directorate	: Curriculum Management & Deliver Section/ Unit	Teacher Development Reference Number: JC000211
Post Description	: SES: Teacher Development	Salary Level R 415 245.00 per annum
Requirements:	the educational field . Must be registered with SACE. and curriculum development policy and practice. A so legislative framework. An understanding of transforma	ludes professional teacher education plus 5 years' experience in Hands on experience and knowledge in teacher development and knowledge of NQF, CAPS, RNCS & NCS and other related tion issues and capacity building processes in education. Ability pressure. Good written and verbal communication skills. Valid
Duties:	policies/implementation. Organize/ co-ordinate training enhancement and expansion of capacity of educators	onitor and coordinate subject policies and assessment and development for educators/office base staff. Ensuring, to be effective facilitators and mediators of learning. Report. Develop and maintain training and development policies
Enquiries: Mr. L	inda Mabutho	Telephone No: 011 983 2231
Directorate / Sub-Directorate	: Head of the District Section/ Unit	Dispute Management Reference Number: JC000212
Post Description	: SES: Labour Relations X2 Posts	Salary Level R 415 245 per annum
Requirements:	the educational field . Must be registered with SACE. E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA GPSSBC and ELRC. An understanding of transformat	ludes professional teacher education plus 5 years' experience in Knowledge of legislations which include but not limited to: LRA; Knowledge of Collective agreements concluded at PSCBC; on issues and capacity building processes in education. Ability en and verbal communication skills. A Diploma or Degree in age. Valid Driver's License.
Duties:		litate the resolution of dispute, as well as ensuring sound as policies. Maintain labour peace within the organization.
Enquiries: Mr. L	inda Mabutho	Telephone No: 011 983 2231
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Johannesburg North

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Education Support	Section/ Unit	Extra-Curricular Progr	Referen	ce Number: JN000213
Post Description	: SES: Youth and Culture		Salary L	_evel R 4	15 245.00 per annum
Requirements:	A recognized three or four-year qual the educational . Must be registered school. A sound knowledge of legisl An understanding of transformation independently as well as in a team a literate. Valid Driver's License.	with SACE. Hands ative framework relatives and capacity	e experience and knowled ated to school programme building processes in ed	lge of extra es within an ucation. An	-curricular programmes in d outside the classroom. ability to work
Duties:	Co-ordinate, monitor and ensure im implementation of Extra Curricular p environments in institutions (e.g HIV extra-curricular programmes. Collect	orogrammes includir //AIDS, School heal	ng Sports, Arts and Cultur th) are implemented. Pror	e in schools note and er	s. Ensure health promoting nsure participation in all
Enquiries: Ms. M	N Mashazi		Telepho	ne No:	011 694 9321
Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit	FET	Referen	ce Number: JN000214
Post Description	: SES: Assessment		Salary L	_evel R 4	15 245.00 per annum
Requirements:	A recognized three or four-year qual the educational field with credible, re experience and knowledge in teacher knowledge of NQF, CAPS, RNCS & issues and capacity building process pressure. Good written and verbal c advantage. Valid Driver's License.	elevant managemer er development and NCS and other rela ses in education. At	at experience Must be regineration of the second se	istered with policy and p . An unders y as well as	SACE. Hands on practice. A sound standing of transformation s in a team and under
Duties:	Co-ordinate, monitor and ensure im and projects within a specific learnin barriers to learning and developmer assessment system. Implement poli practices. Assist educations in deve educators in the implementation of o accommodate barriers experienced and for profiles in case of expulsion Monitor learner performance and ide Extracurricular programmes	ng area. Co-ordinate t takes place. Prom cy and guidelines the loping and using a continuous assessm by learners. Ensure and transfer. Collect	e, monitor and ensure that ote the implementation of nat ensure multi-level and variety of assessment me nent. Promote and ensure the implementation of gu at and maintain data on lea	the identifi f policy bas multi-funct thods, tools the use of uidelines on arner perfor	cation and addressing of ed on a bias-free ional assessment s and techniques. Assist assessment practices to benchmarking portfolio's rmance and resources.
Enquiries: Ms. M	N Mashazi		Telepho	ne No:	011 694 9321

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Directorate / : Curriculum Management & Deliver Section/Unit Senior Phase Sub-Directorate

Reference Number: JN000215

Post Description: Senior Education Specialist: EMS

Salary Level R 415 245.00 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, relevant management experience 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. N Mashazi

Telephone No: 011 694 9321





Johannesburg South

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Education Support	Section/ Unit	Inclusion & Special Sc	Reference Number: JS0002	202
Post Description	: SES: Inclusion Facilitator		Salary L	evel R 415 245.00 per annum	1
Requirements:	A recognized three or four-year qual the educational field . Must be regis Inclusion is an added advantage. Ha Knowledge of NCS, CAPS, SIAS and transversal team. Excellent written a	tered with SACE. A ands-on experience d other related legis	qualification in Learner So and knowledge in support lative frameworks. Ability	upport / Remedial education / ting learners with barriers to lear to work independently as well as	rning.
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. Suppo the application and implementation of assessment accommodations.				
Enquiries: Mr. P	Patrick Sesane		Telepho	ne No: 011 247 5944	
Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit	Examinations Adminis	Reference Number: JS0002	203
Post Description	: SES: Examinations Administration		Salary L	evel R 415 245.00 per annum	ı

- **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: Mediation of policy (Examination Instructions) to all examination centres. Auditing of all centres and nodal points (checking them for readiness) before the administration of every examination. Categorise all centres as per their risk profile (low / moderate / high). Focus on the moderate and high risk centres / offer support and appoint private invigilators wherever necessary. Audit of all new examination centres including Independent schools. Renewal of the Independent Schools Contract every year (to be completed by October). Appointment of Markers / Chief Markers / Internal & External Moderators / Examiners: Distribute the application forms to all the Exam Centres; Receive the application form back from centres, pre-screen them to ensure compliance record and submit to Head Office. Coordination of all monitoring activities: Drawing up the monitoring plan / schedule: Training the District Monitoring Team: Scrutinising the monitoring tools submitted by monitors, intervene and support wherever necessary; Report at the nodal points at 6:00 every morning, as per the timetable; Submit daily and bi-weekly reports on monitoring to Head Office. Appointment of the Chief Invigilators: Distribute CI appointment forms to all the centres; Collect them, compile a list for the District Director to appoint. Training of Chief Invigilators (usually conducted by Head Office): Arrange venues; Send invites to all the Chief Invigilators (Principals); Ensure that all the Chief Invigilators attend the training session. Follow up on the CIs that did not attend, arrange another session for them; Ensure that the Chief Invigilators, in turn, appoint and train all the Invigilators, offer support wherever necessary. Liaise with the FET: Assessment official about all matters pertaining to SBA / PAT / Orals. Liaise with the CAT / IT Facilitators on the state of readiness of all the centres that offer CAT & IT before exams commence. Liaise with EOS with regards to the special concessions granted; compile lists for submission to the Director: Examinations Management. Release of results: Preparation for the release of results (venue and time). Distribution of results to all the examination centres; Attend to queries pertaining to unresulted candidates. Compile weekly reports to the CES: CLI.

Enquiries: Mr. Patrick Sesane

Telephone No: 011 247 5944



Directorate / : Curriculum Management & Deliver Section/ Unit Early Childhood Dev & Reference Number: JS000204 Sub-Directorate

Post Description: SES: Grade R

Salary Level R 415 245.00 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. Patrick Sesane

Telephone No: 011 247 5944

Directorate / Sub-Directora	: Transversal Human Resource Ser ate	Section/ Unit	Refere	nce Number: JS000205
Post Descript	tion: DCES: Performance Management a	and Development	Salary Level R	415 245.00 per annum
Requirement	S: A recognised three or four-year qual the educational field with credible, re will be an added advantage. Must be leadership skills. Sound communica coordinate and collaborate with inter knowledge of relevant education Ser implementation of Educator Perform public service. Excellent presentatio computer skills (electronic data man	elevant management ex e registered with SACE tion (written & verbal), rnal stakeholders. Abilit ctor legislation, policies ance Management sys n/facilitation skills, repo	sperience. A qualification in Hur and have a valid driver's licence negotiation, and conflict manag y to work independently as well and collective agreement or re- tem and PS staff Performance ort writing and analytical skills, p	nan Resources Management e. Proven management and ement skills. The ability to I as in a team. A Sound esolutions guiding the Management System in the
Duties:	Coordinate the implementation of IQ Monitor and evaluate the implement Analyse Performance Management Manage and resolve staff performan Manage the implementation of the D implementation thereof and provide and capacity development for Schoo Learnership and Internship program Manage the implementation of the d Health and Safety. Manage the hum	ation of Performance M Systems' outputs inclu- ice management querie District Service Exceller Monthly, Quarterly and DI Based PS and Office mes. Coordinate the D epartmental Employee	Ianagement Systems and provi ding moderation of the Perform es and respond timeously to all t Awards (SEA). Develop Work Annual Training reports. Overs Based Staff. Oversee the provi strict Skills Development Coord Health and Wellness programm	de reports to Head Office. ance Management Scores. relevant stakeholders. Skills Plan, ensure the see the provision of training sion of Bursaries, dinating Team meetings. nes including Occupational
Enquiries: N	Mr. Patrick Sesane		Telephone No:	011 247 5944



Johannesburg West

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit	FET	Reference Number: JW000	192
Post Description	: SES: Mathematics		Salary	Level R 415 245.00 per annum	
Requirements:	A recognized three or four-year quali the educational field . Must be regist and curriculum development policy a legislative framework. An understand to work independently as well as in a qualification in the identified phase w	tered with SACE. H and practice. A sour ding of transformation team and under pro-	lands on experience and nd knowledge of NQF, CA on issues and capacity b ressure. Good written and	d knowledge in teacher developme APS, RNCS & NCS and other rela building processes in education. Al d verbal communication skills. A	ent ated
Duties:	Co-ordinate, monitor and ensure imp and projects within a specific learning barriers to learning and development assessment system. Implement polic practices. Assist educations in devel educators in the implementation of c accommodate barriers experienced I Monitor learner performance and ide extracurricular programmes.	g area. Co-ordinate t takes place. Prom cy and guidelines th oping and using a v ontinuous assessm by learners. Collect	e, monitor and ensure that ote the implementation of nat ensure multi-level and variety of assessment me tent. Promote and ensure and maintain data on lea	at the identification and addressing of policy based on a bias-free d multi-functional assessment ethods, tools and techniques. Ass e the use of assessment practices arner performance and resources	g of iist s to
Enquiries: Mr. L	izwe Jafta		Telepho	one No: 011 831 5433	
Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit	FET	Reference Number: JW000	193
Post Description	: SES: Economics		Salary	Level R 415 245.00 per annum	
Requirements:	A recognized three or four-year qualities the educational field. Must be registed and curriculum development policy a legislative framework. An understand to work independently as well as in a qualification in the identified phase w	tered with SACE. H and practice. A sour ling of Transformat team and under pa	ands on experience and nd knowledge of NQF, CA ion issues and capacity b ressure. Good written and	knowledge in teacher developme APS, RNCS & NCS and other rela building processes in education. A d verbal communication skills. A	ent ated
Duties:	Co-ordinate, monitor and ensure imp and projects within a specific learning barriers to learning and development assessment system. Implement polic practices. Assist educations in devel educators in the implementation of c accommodate barriers experienced I and for profiles in case of expulsion a Monitor learner performance and ide extracurricular programmes.	g area. Co-ordinate t takes place. Prom cy and guidelines th oping and using a ontinuous assessm by learners. Ensure and transfer. Collect	e, monitor and ensure that ote the implementation of hat ensure multi-level and variety of assessment me tent. Promote and ensure the implementation of g at and maintain data on le	at the identification and addressing of policy based on a bias-free d multi-functional assessment ethods, tools and techniques. Ass e the use of assessment practices juidelines on benchmarking portfo earner performance and resources	g of ist s to olio's
Enquiries: Mr. L	izwe Jafta		Telepho	one No: 011 831 5433	



Directorate / : Curriculum Management & Deliver Section / Unit Senior Phase Sub-Directorate Reference Number: JW000194

Post Description: SES: English HL

Salary Level R 415 245.00 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. Coordinate, monitor and ensure that the implementation of special projects (e.g. SSIP, LETU), Monitoring of special interventions of institutions, Administrations of unit (e.g. tutor claims). Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs.

Enquiries: Mr. Lizwe Jafta

Telephone No: 011 831 5433

Directorate /	: Curriculum Management & Deliver	Section/ Unit	Early Childhood Dev &	Reference Number: JW000195
Sub-Directorate				

Post Description: SES: Mathematics

Salary Level R 415 245.00 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. Lizwe Jafta



Directorate / : Curriculum Management & Deliver Section/Unit Teacher Development Reference Number: JW000196 Sub-Directorate

Post Description: SES: Teacher Development

Salary Level R 415 245.00 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:
 To develop and support educator in the subject and monitor and coordinate subject policies and assessment policies/implementation. Organize/ co-ordinate training and development for educators/office base staff. Ensuring, enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning.

 Management of Work Skills Plan and Annual Training Report. Develop and maintain training and development policies

Enquiries: Mr. Lizwe Jafta

Telephone No: 011 831 5433

Directorate / : Curriculum Management & Deliver Section/ Unit Early Childhood Dev & Reference Number: JW000197 Sub-Directorate

Post Description: SES: Life Skills

Salary Level R 415 245.00 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. Lizwe Jafta



Directorate / : Curriculum Management & Deliver Section/Unit Foundation Phase Sub-Directorate

Reference Number: JW000198

Post Description: SES: Assessment

Salary Level R 415 245.00 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. Lizwe Jafta

Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit	Refe	erence Number: JW000199
Post Descriptio	n: SES: E-Learning	Salary L	evel	R 415 245.00 per annum
Requirements:	the educational field . Must be regis and curriculum development policy a legislative framework. An understand to work independently as well as in a	fication, which includes professional teacher tered with SACE. Hands on experience and k nd practice. A sound knowledge of NQF, CAI ling of transformation issues and capacity bui team and under pressure. Good written and rill be an added advantage. Valid Driver's Lice	nowle PS, RI ilding verba	dge in teacher development NCS & NCS and other related processes in education. Ability
Duties:	exclusion. To enhance quality teachi educators and introducing ICT devic different paces in line with the CAPS to use engaging adaptive exercises Co-ordinate National and Provincial	nmodate a diversity of learning needs to preve ng, access to content, leaner engagement an es and Educational software into the classroo requirements for each grade and subject usi and undergo digital assessments that will ena ICT initiatives within the context of e-Educatio nd Management System (SA-SAMS).	nd sch oms. A ng dig able te	ool administration by training bility to facilitate learning at jital resources. Assist learners achers to offer immediate help.
Enquiries: Mr.	Lizwe Jafta	Telepho	ne No): 011 831 5433





Directorate / : Education Support Sub-Directorate Section/ Unit Extra Curricular Progr Reference Number: JW000200

Post Description: SES: Extra Curricular Programmes

Salary Level R 415 245.00 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.

Enquiries: Mr. Lizwe Jafta

 Telephone No:
 011 831 5433

Directorate / Sub-Directorate	: Education Support	Section/ Unit	Inclusion & Special Sc	Refe	rence Number: JW000201
Post Description	: SES: Inclusion Facilitator		Salary L	.evel	R 415 245.00 per annum
Requirements:	A recognized three or four-year qua the educational field . Must be regis Inclusion is an added advantage. Ha Knowledge of NCS, CAPS, SIAS an transversal team. Excellent written a	stered with SACE. A ands-on experience ad other related legis	a qualification in Learner So and knowledge in support slative frameworks. Ability	upport ting lea to work	/ Remedial education / arners with barriers to learning. < independently as well as in a
Duties:	Support School Based Support Tea Teams (DBSTs). Implement process appropriate support provisioning as curriculum differentiation and modifi the application and implementation	s related to early ide well as the develop ication in terms of C	entification, baseline asses ment of Individual Learner APS, specifically for Full S	ssment Suppo	s, appropriate referral, ort Plans. Provide support in

Enquiries: Mr. Lizwe Jafta



Sedibeng East

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Circuit Management Support	Section/ Unit	Refere	nce Number: SE000256
Post Description	: Cluster Leader		Salary Level R	511 752 per annum
Requirements:	A recognized three or four-year quality the educational field with credible, re- management and leadership skills. He development policy and Practice. A so of transformation issues and capacity involving a variety of Players. Ability verbal). Computer literate. Valid drive	levant management expe lands-on experience and sound knowledge of Natio y building processes in ec to work independently as	rience. Must be registered w knowledge in teacher develo nal Qualification Framework ucation. Ability to co-ordinat	ith SACE. Proven opment and curriculum and NCS. An understanding e projects and processes
Duties:	Develop a profile of all schools allocativisits at allocated schools, to facilitative weaknesses pertaining to leadership Facilitate specialist support required Liaise with the schools on behalf of to time to time. Evaluation the physical Department in terms of the needs of implemented according to plan. Deve to time by their senior officials. Ensure place. Monitor the admissions processes especially the appointment jurisdiction. Conduct performance context of the schools of the schools of the schools of the schools on behalf of the school on the school	e compliance with nationa , management and gover by the schools in other and he district/provincial office infrastructure of schools schools. Assist the circuit elop the necessary report re that the school has effe ss. Assist schools in main not of principals in schools.	I/provincial policies. Develop nance. Provide schools with eas of weakness identified/r with respect to information and communicate to the rele and the district in ensuring s on the allocated schools as ctive and efficient financial r taining a fair labour environr Assist with transformation a	b the schools in areas of broad curriculum support. equested by the school. that may be required from want section of the that the examinations are s may be required from time nanagement systems in nent. To manage selection t all schools his/her
Enquiries: Mr. P	eter Nkgage		Telephone No:	016 440 1856
Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit FET	Refere	nce Number: SE000257
Sub-Directorate	: Curriculum Management & Deliver : SES: Mathematics	Section/ Unit FET		nce Number: SE000257 415 245.00 per annum
Sub-Directorate	-	fication, which includes p with SACE. Hands on exp ractice. A sound knowled ling of transformation issu- team and under pressure	Salary Level R rofessional teacher educatio erience and knowledge in te ge of NQF, CAPS, RNCS & es and capacity building pro a. Good written and verbal co	415 245.00 per annum n plus 5 years' experience in eacher development and NCS and other related ocesses in education. Ability
Sub-Directorate Post Description	SES: Mathematics A recognized three or four-year qualities the educational . Must be registered curriculum development policy and p legislative framework. An understand to work independently as well as in a	fication, which includes p with SACE. Hands on exp ractice. A sound knowled ling of transformation issu- team and under pressure ill be an added advantag SM in Public Schools, Pul of LTSM. Implement and daily, weekly and monthly of the allocated LTSM bud	Salary Level R ofessional teacher educatio erience and knowledge in te ge of NQF, CAPS, RNCS & es and capacity building pro a. Good written and verbal co build Driver's License. Wic Special Schools and AE ⁻ monitor LTSM policy. Comm transactions with schools o get. Hold regular meetings v	415 245.00 per annum n plus 5 years' experience in eacher development and NCS and other related cesses in education. Ability ommunication skills. A F centers. Facilitate the nunicate with schools on n matters relating to LTSM. <i>v</i> ith schools for discussions



Directorate / : Curriculum Management & Deliver Section / Unit Intermediate Phase Reference Number: SE000262 Sub-Directorate

Post Description: SES: Mathematics

Salary Level R 415 245.00 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 Peter Nkgage

Telephone No: 016 440 1856

Directorate / Sub-Directora	: Curriculum Management & Deliver ate	Section/ Unit	LTSM	Refere	ence Number: SE000263
Post Descript	ion: SES: Library Services			Salary Level R	R 415 245.00 per annum
Requirements	A recognized three or four-year qual the educational field. Must be registed curriculum development policy and p legislative framework. An understand to work independently as well as in a qualification in the identified phase v	ered with SACE. Ha practice. A sound ki ding of transformati a team and under p	ands on exper nowledge of N on issues and ressure. Good	ience and knowledge IQF, CAPS, RNCS & d capacity building pro d written and verbal c	e in teacher development and NCS and other related ocesses in education. Ability
Duties:	Guide procurement processes of LT evaluation, selection and distributior matters relating to LTSM. Report on Advise schools on the relevant use of on matters relating to the procurement LTSM procurement in schools.	n of LTSM. Impleme daily, weekly and r of the allocated LTS	ent and monito nonthly transa SM budget. Ho	or LTSM policy. Comr actions with schools o old regular meetings v	municate with schools on on matters relating to LTSM. with schools for discussions
Enquiries: N	/Ir Peter Nkgage			Telephone No:	016 440 1856





Sedibeng West

VACANCY LIST 2019 (OFFICEBASED)

Directorate / : Curriculum Management & Deliver Section / Unit Foundation Phase Reference Number: SW000253 Sub-Directorate

Post Description: SES : Life Skills

Salary Level R 415 245.00 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 Bertha Mlotshwa

Telephone No: 016 594 9207





Tshwane North

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Curriculum Management and Deliv	Section/ Unit	Special Projects	Referer	nce Number: TN000246
Post Description	: Deputy Chief Education Specialist		Salary	Level R t	511 752.00per annum
Requirements:	A recognized three or four-year qual the educational field with credible, re experience and knowledge in teacher relevant education legislation, regula coordinate projects and processes in Good written and verbal communica	elevant management er development and ations, Acts, agreer nvolving a variety o	nt experience. Must be real l curriculum development nents, policies, associate f players. Ability to work ir	gistered wi and praction d schedule ndependen	th SACE. Hands-on ce. Good knowledge of the s and procedures. Ability to
Duties:	Implementation of special projects (of Unit (e.g. Tutor claims). Co-ordina				institutions. Administration
Enquiries: Ms F	Rejoice Manamela		Telepho	one No:	012 543 4313
Directorate / Sub-Directorate	: Education Support	Section/ Unit	Coordinator Extra Curr	Referer	nce Number: TN000247
Post Description	1: Deputy Chief Education Specialist		Salary	Level R t	511 752.00per annum
Requirements:	A recognized three or four-year qual the educational field with credible, re experience and knowledge in Educa regulations, Acts, agreements, polici processes involving a variety of play communication skills. Computer liter	elevant management tion Support Syste ies, associated sch rers. Ability to work	nt experience. Must be remediate the second knowledge of the edules and procedures. A independently as well as	gistered wi ne relevant Ability to co	th SACE. Hands-on education legislation, -ordinate projects and
Duties:	Implement educational social develor (for learners including career guidan programmes in schools. Promote an environments in institutions (e.g. HI)	ice, educators, SGI id develop Youth, A	B's, SMT's) policy and pla	ns. Promot	te and develop sports
Enquiries: Ms F	Rejoice Manamela		Telepho	one No:	012 543 4313





Tshwane South

VACANCY LIST 2019 (OFFICEBASED)

Directorate /	: Circuit Management & Support
Sub-Directorate	

Post Description: Cluster Leader

Section/ Unit

Reference Number: TS000227

Salary Level R 511 752 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 and NCS. 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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation 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 are implemented according to plan. 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 process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr. Thabiso Mphosi

Telephone No: 012 401 6363



Directorate / : Curriculum Management & Deliver Section/Unit Senior Phase Sub-Directorate Reference Number: TS000228

Post Description: SES: Economic Management Science

Salary Level R 415 245.00 per annum

Requirements: A recognized three or four-year gualification, 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.: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programs, 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 programs.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the subject programs, activities and projects within a 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 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 programs.

Enquiries: Mr. Thabiso Mphosi

Telephone No: 012 401 6363

Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit	Intermediate Phase	Reference Number: TS000229
Post Description	: SES: African Languages (Sepedi)		Salary Lo	evel R 415 245 per annum
Requirements:	A recognized three or four-year quali the educational field . Must be regist and curriculum development policy a legislative framework. An understand to work independently as well as in a qualification in the identified phase w	tered with SACE. H and practice. A sour ding of transformation a team and under pro-	ands on experience and ki nd knowledge of NQF, CAF on issues and capacity bui ressure. Good written and	nowledge in teacher development PS, RNCS & NCS and other related Iding processes in education. Ability verbal communication skills. A
Duties:	Co-ordinate, monitor and ensure imp and projects within a specific learning barriers to learning and development assessment system. Implement polic practices. Assist educations in devel educators in the implementation of c	g area. Co-ordinate t takes place. Prom cy and guidelines th loping and using a v continuous assessm	, monitor and ensure that ote the implementation of lat ensure multi-level and r variety of assessment meth ent. Promote and ensure t	policy based on a bias-free multi-functional assessment nods, tools and techniques. Assist he use of assessment practices to

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 6363



Directorate / : Curriculum Management & Deliver Section/Unit FET Sub-Directorate

Reference Number: TS000230

Post Description: SES: Physical Science

Salary Level R 415 245 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 6363

Directorate / Sub-Directorate	: Education Support	Section/ Unit	Library Services	Refere	nce Number: TS000231
Post Description	: SES: LTSM		Salary L	.evel R	415 245 per annum
Requirements:	A recognized three or four-year qual the educational field . Must be regis with legislative framework and policy Curriculum Statements NCS and oth Good written, verbal communication diversity. Problem solving & analysis	stered with SACE. I y. In- depth knowled ner related legislativ skills and negotiati	n-depth knowledge of edu lge, interpretation of policy e framework. Ability to wo on skills. Awareness & se	ication ma /. Knowled rk indeper	anagement and interaction dge of the National ndently as well as in a team.
Duties:	Guide procurement processes of LT selection and distribution of LTSM. I to LTSM. Report on daily, weekly an on the relevant use of the allocated relating to the procurement of LTSM procurement in schools.	mplement and mon nd monthly transacti LTSM budget. Hold	itor LTSM policy. Communions with schools on matter regular meetings with schools on the school school and the school school and the school school and the	nicate with ers relating nools for d	n schools on matters relating g to LTSM. Advise schools liscussions on matters
Enquiries: Mr. 7	Thabiso Mphosi		Telepho	ne No:	012 401 6363





Directorate / : Head of District Section/Unit Labour Relations Reference Number: TS000238 Sub-Directorate Post Description: DCES: Labour Relations Salary Level R 511 752 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, Qualification in labour Relations and related field serves as added advantage. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BČEA; 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. Computer Literate. Valid Driver's License. Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute, as well as ensuring sound **Duties:** Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization. Enquiries: Mr. Thabiso Mphosi **Telephone No:** 012 401 6363





Tshwane West

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate	: Curriculum Management & Deliver	Section/ Unit	FET	Refere	ence Number: TW000225
Post Description	: SES: Mathematical Literacy			Salary Level F	8 415 245.00 per annum
Requirements:	A recognized three or four-year qualities the educational field. Must be registed and curriculum development policy a legislative framework. An understand to work independently as well as in a qualification in the identified phase w	tered with SACE. I and practice. A sour ling of transformation team and under provided the second second the second s	lands on expend ad knowledge on issues and ressure. Good	rience and knowled of NQF, CAPS, RNC capacity building pr written and verbal c	ge in teacher development CS & NCS and other related ocesses in education. Ability
Duties:	Co-ordinate, monitor and ensure imp and projects within a specific learning barriers to learning and development assessment system. Implement polic practices. Assist educations in devel educators in the implementation of c accommodate barriers experienced in Monitor learner performance and ide extracurricular programmes.	g area. Co-ordinate t takes place. Prom cy and guidelines th oping and using a ontinuous assessm by learners. Collect	e, monitor and ote the implem nat ensure mul variety of asse nent. Promote a and maintain	ensure that the ider nentation of policy b ti-level and multi-fur ssment methods, to and ensure the use data on learner perf	tification and addressing of ased on a bias-free nctional assessment ols and techniques. Assist of assessment practices to formance and resources.
Enquiries: Ms. F	Priscillia Ravele			Telephone No:	012 725 1451
	Priscillia Ravele	Section/ Unit	FET Phase		012 725 1451 ence Number: TW000226
Directorate /	: Curriculum Management & Deliver	Section/ Unit	FET Phase	Refere	
Directorate / Sub-Directorate	: Curriculum Management & Deliver	fication, which inclutered with SACE. Hund practice. A sour ling of transformation to the second sec	udes professio lands on expe nd knowledge on issues and ressure. Good	Refere Salary Level F nal teacher educatio rience and knowled of NQF, CAPS, RNO capacity building pr written and verbal of	ence Number: TW000226 & 415 245.00 per annum on plus 5 years' experience in ge in teacher development CS & NCS and other related ocesses in education. Ability
Directorate / Sub-Directorate Post Description	: Curriculum Management & Deliver : SES: EGD A recognized three or four-year qualithe educational field . Must be registed and curriculum development policy a legislative framework. An understand to work independently as well as in a	fication, which inclutered with SACE. Hund practice. A sour ding of transformation team and under purill be an added advected and support and support and support and support and support and support and currited an	udes professio lands on expe nd knowledge on issues and ressure. Good vantage. Valid pport initiative ators and med culum develop	Refere Salary Level F nal teacher education rience and knowled of NQF, CAPS, RNC capacity building pr written and verbal of Driver's License. s of the Phase. Ens iators of learning. Soment providers in th	ence Number: TW000226 & 415 245.00 per annum on plus 5 years' experience in ge in teacher development CS & NCS and other related ocesses in education. Ability communication skills. A uring the enhancement and tructuring and facilitating ne community, private,



Directorate / : Learner and Education Support Section

Section/ Unit

Reference Number: TW000249

Post Description: SES: Inclusion Facilitator

Salary Level R 415 245.00 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. Good knowledge of relevant education legislation, regulation, Acts, agreements, policies, associated schedules and procedures. Proven management and leadership skills. Sound communication, negotiation, conflict and strategic management skills. The ability to coordinate and collaborate with internal stakeholders. Ability to work independently as well as in a team. Good written and verbal communication skills. Proficiency in computer Literacy is essential (MS Word, Outlook, Excel, and PowerPoint). Valid driver's license.
- **Duties:** Coordinates the implementation of education support activities in district offices from Chief Directorate. Oversee that staff levels at district offices are adequate to ensure efficient and effective support to institutions. Coordinate and monitor the programs and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, coordinate and support districts and institutions on physical resources. Case management: coordinates and management of the implementation decisions. Manage and coordinate the collection of data and information to facilitate districts support.

Enquiries: Ms. Priscillia Ravele

Telephone No: 012 725 1451