

Ekurhuleni North

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Curriculum Management and Deliv **Section/ Unit** Senior Phase **Reference Number:** EN000221

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 **Section/ Unit** Foundation Phase **Reference Number:** EN000222

Post Description: SES: Mathematics X 2 **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 **Section/ Unit** FET **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-Directorate : Education Support **Section/ Unit** Education Support Sy **Reference Number:** EN000250

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

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

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

Reference Number: EN000251

Post Description: DCES: Teacher Development

Salary Level R 511 752.00per 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 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: Implementation of special projects (e.g. SSIP, LETU). Monitoring of special interventions in institutions. Administration 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

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: 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. Xolani Kheswa

Telephone No: 011 389 6062

Gauteng East

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Head of the District

Section/ Unit Labour Relations

Reference Number: GE000252

Post Description: SES: Labour Relations x2 Posts

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. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

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

Enquiries: Mr Mpho Leotlela

Telephone No: 011 736 0717

Directorate / Sub-Directorate : Curriculum Management and Deliv

Section/ Unit Foundation Phase

Reference Number: GE000255

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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr Mpho Leotlela

Telephone No: 011 736 0717

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

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 **Telephone No:** 011 736 0717

Gauteng North

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Head of the District

Section/ Unit Labour Relations

Reference Number: GN000239

Post Description: SES: Labour Relations

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. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

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

Enquiries: Mr. LA Phaswana

Telephone No: 012 846 3641

Directorate / Sub-Directorate : Information Systems & Strategic PI

Section/ Unit Policy and Planning

Reference Number: GN000240

Post Description: DCES: Policy & Planning

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. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills

Duties: Co-ordination of District involvement in policy development, operational plans and budget compilation. Facilitate the operational planning process and provide technical support to the Director in this regard. Ensure the collation of operational plan in line with the MTEF process. Ensure appropriate allocation of resources for departmental programmes and transfers to schools in line with the funding of public schools policy. Prepare reports for the district manager, legislative bodies and stakeholders on the quality of education in the district and the state of operations on a quarterly basis. Ensure the reliability and credibility of data through benchmarking and standardization in line with national and international practices. Ensure convergence between planning and operational data, and systems. Review emerging technologies and improve planning information systems. Ensure an effective management information system and monitor the implementation of district plans. Manage the district information system. Maintain operational information for management support and decision-making and resource targeting. Establishment and maintenance of constructive partnerships and representative structures.

Enquiries: Mr. LA Phaswana

Telephone No: 012 846 3641

Directorate / Sub-Directorate : Curriculum Management & Deliver Section/ Unit FET 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 **Telephone No:** 012 846 3641

Gauteng West

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Circuit Support Team Section/ Unit Reference Number: GW000245

Post Description: Cluster Leader 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. 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: Ms Louisa Dhlamini **Telephone No:** 011 660 4581

Head Office

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Library Service –LTSM **Section/ Unit** Multimedia Services C **Reference Number:** HO000216

Post Description: SES: Project Work **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. 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 **Telephone No:** 083 266 8085

Directorate / Sub-Directorate : Library Service –LTSM **Section/ Unit** Multimedia Services C **Reference Number:** HO000217

Post Description: Deputy Chief Education Specialist **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. 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 setting-up of Reading Clubs, participation in Drop All and Read, Literacy Quizzes, 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 / Sub-Directorate : Office of the HOD **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 **Telephone No:** 011 355 1512

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

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 co-ordinate 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 / Sub-Directorate : FET Curriculum Coordination **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 co-ordinate 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

Telephone No: 011 355 0198

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

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

Telephone No: 011 355 0198

Johannesburg Central

VACANCY LIST 2019 (OFFICEBASED)

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

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 **Telephone No:** 011 983 2231

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** E-Learning **Reference Number:** JC000207

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

Enquiries: Mr. Linda Mabutho **Telephone No:** 011 983 2231

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

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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programs.

Enquiries: Mr. Linda Mabutho **Telephone No:** 011 983 2231

Directorate / Sub-Directorate : Education Support **Section/ Unit** Extra-Curricular Progr **Reference Number:** JC000210

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

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

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

Enquiries: Mr. Linda Mabutho **Telephone No:** 011 983 2231

Johannesburg North

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Education Support **Section/ Unit** Extra-Curricular Progr **Reference Number:** JN000213

Post Description: SES: Youth and Culture **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 experience and knowledge of extra-curricular programmes in school. A sound knowledge of legislative framework related to school programmes within and outside the classroom. An understanding of transformation issues and capacity building processes in education. An ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. Computer literate. Valid Driver's License.

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

Enquiries: Ms. N Mashazi **Telephone No:** 011 694 9321

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** FET **Reference Number:** JN000214

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 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

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** Senior Phase **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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms. 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:** JS000202

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. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

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

Enquiries: Mr. Patrick Sesane **Telephone No:** 011 247 5944

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** Examinations Adminis **Reference Number:** JS000203

Post Description: SES: Examinations Administration **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: 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 / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** Early Childhood Dev & **Reference Number:** JS000204

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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr. Patrick Sesane **Telephone No:** 011 247 5944

Directorate / Sub-Directorate : Transversal Human Resource Ser **Section/ Unit** **Reference Number:** JS000205

Post Description: DCES: Performance Management and Development **Salary Level** R 415 245.00 per annum

Requirements: A recognised three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. A qualification in Human Resources Management will be an added advantage. Must be registered with SACE and have a valid driver's licence. Proven management and leadership skills. Sound communication (written & verbal), negotiation, and conflict management skills. The ability to coordinate and collaborate with internal stakeholders. Ability to work independently as well as in a team. A Sound knowledge of relevant education Sector legislation, policies, and collective agreement or resolutions guiding the implementation of Educator Performance Management system and PS staff Performance Management System in the public service. Excellent presentation/facilitation skills, report writing and analytical skills, people management and computer skills (electronic data management) including PERSAL.

Duties: Coordinate the implementation of IQMS and PMDS PS & CS policies and collective agreements within the District. Monitor and evaluate the implementation of Performance Management Systems and provide reports to Head Office. Analyse Performance Management Systems' outputs including moderation of the Performance Management Scores. Manage and resolve staff performance management queries and respond timeously to all relevant stakeholders. Manage the implementation of the District Service Excellent Awards (SEA). Develop Work Skills Plan, ensure the implementation thereof and provide Monthly, Quarterly and Annual Training reports. Oversee the provision of training and capacity development for School Based PS and Office Based Staff. Oversee the provision of Bursaries, Learnership and Internship programmes. Coordinate the District Skills Development Coordinating Team meetings. Manage the implementation of the departmental Employee Health and Wellness programmes including Occupational Health and Safety. Manage the human, physical and financial resources. Develop the Unit operational plan.

Enquiries: 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:** JW000192

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 for Mathematics 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. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

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

Directorate / Sub-Directorate : Curriculum Management & Deliver Section/ Unit FET **Reference Number:** JW000193

Post Description: SES: Economics **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 **Telephone No:** 011 831 5433

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

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 **Telephone No:** 011 831 5433

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

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

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 **Telephone No:** 011 831 5433

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** Foundation Phase **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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

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

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** **Reference Number:** JW000199

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

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

Directorate / Sub-Directorate : Education Support **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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources.

Enquiries: Mr. Lizwe Jaftha **Telephone No:** 011 831 5433

Directorate / Sub-Directorate : Education Support **Section/ Unit** Inclusion & Special Sc **Reference Number:** JW000201

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. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

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

Enquiries: Mr. Lizwe Jaftha **Telephone No:** 011 831 5433

Sedibeng East

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Circuit Management Support **Section/ Unit** **Reference Number:** SE000256

Post Description: Cluster Leader **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. Peter Nkgage **Telephone No:** 016 440 1856

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** FET **Reference Number:** SE000257

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 . 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 Peter Nkgage **Telephone No:** 016 440 1856

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

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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr Peter Nkgage **Telephone No:** 016 440 1856

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** LTSM **Reference Number:** SE000263

Post Description: SES: Library Services **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 Peter Nkgage **Telephone No:** 016 440 1856

Sedibeng West

VACANCY LIST 2019 (OFFICEBASED)

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

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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Bertha Mlotshwa

Telephone No: 016 594 9207

Tshwane North

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Curriculum Management and Deliv
Section/ Unit Special Projects **Reference Number:** TN000246

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 coordinate 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: Implementation of special projects (e.g. SSIP, LETU). Monitoring of special interventions in institutions. Administration of Unit (e.g. Tutor claims). Co-ordinate all projects delegated by the Office of the Director.

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

Directorate / Sub-Directorate : Education Support **Section/ Unit** Coordinator Extra Curr **Reference Number:** TN000247

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 Education Support Systems. 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: Implement educational social development programmes. Coordinate the implementation of education support system (for learners including career guidance, educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural programmes. Ensure safe health promoting environments in institutions (e.g. HIV/AIDS).

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

Tshwane South

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Circuit Management & Support

Section/ Unit

Reference Number: TS000227

Post Description: Cluster Leader

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

Post Description: SES: Economic Management 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.: 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 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 : Curriculum Management & Deliver Section/ Unit FET

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 educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Mr. Thabiso Mphosi

Telephone No: 012 401 6363

Directorate / Sub-Directorate : Education Support Section/ Unit Library Services

Reference Number: TS000231

Post Description: SES: LTSM

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. In-depth knowledge of education management and interaction with legislative framework and policy. In- depth knowledge, interpretation of policy. Knowledge of the National Curriculum Statements NCS and other related legislative framework. Ability to work independently as well as in a team. Good written, verbal communication skills and negotiation skills. Awareness & sensitivity to cultural and ethnic diversity. Problem solving & analysis skills. Valid Driver's License.

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

Enquiries: Mr. Thabiso Mphosi

Telephone No: 012 401 6363

Directorate / Sub-Directorate : Head of District

Section/ Unit Labour Relations

Reference Number: TS000238

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; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer Literate. Valid Driver's License.

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

Enquiries: Mr. Thabiso Mphosi

Telephone No: 012 401 6363

Tshwane West

VACANCY LIST 2019 (OFFICEBASED)

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** FET **Reference Number:** TW000225

Post Description: SES: Mathematical Literacy **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 for Mathematics programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. 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. Priscillia Ravele **Telephone No:** 012 725 1451

Directorate / Sub-Directorate : Curriculum Management & Deliver **Section/ Unit** FET Phase **Reference Number:** TW000226

Post Description: SES: EGD **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: 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: Ms. Priscillia Ravele **Telephone No:** 012 725 1451

Directorate / Sub-Directorate : Learner and Education Support

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