POST: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING X 5
DIRECTORATE: Transversal Human Resource Services
SECTION: Human Resource Provisioning
SALARY: R270 804 per annum (Plus Benefits)
CENTRE: Districts – Sedibeng East REF. NO: SE: 0918; Gauteng North REF. NO: GN: 0919; Ekurhuleni North REF. NO: EN: 0920; Johannesburg West REF. NO: JW: 0921; Gauteng East REF. NO: GE: 0922
DUTIES: Ensure the implementation of post provisioning for Public Ordinary and LSEN schools (PS and CS). The receipt and verification of post establishment for LSEN Schools and Ordinary Schools; Receipt and verification of post establishment for extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Absorption of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Coordinate the development of job descriptions for Districts and ensure the submission at Head Office. Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc.
ENQUIRIES: Mr. P Zeeman. Tel. No: (016) 440 1748 (Sedibeng East)
J. Fourie. Tel. No: 012 846 3504 (Gauteng North)
Ms. E. Mochela. Tel. No: 011 746 8190(Ekurhuleni North)
Mr. L Jafta. Tel. No: 011 831 5433(Johannesburg West)
Mr. M Leotlela. Tel. No: 011 736 0717(Gauteng East)
POST: ASSISTANT DIRECTOR
DIRECTORATE: Recruitment and Selection
Sub Directorate: Recruitment Consulting
REF. NO: HO: 0923
SALARY: R270 804 per annum (Plus Benefits)
CENTRE: Head Office

REQUIREMENTS: An appropriate three year tertiary Human resource or equivalent qualification and/or Grade 12 with more than 10 years human resources administration experience, with four years thereof being at supervisory level. Knowledge and understanding of the current education and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver’s license.


ENQUIRIES: Mr. Mpho Mohloai. Tel. No: (011) 843 6610
POST: ASSISTANT DIRECTOR  
DIRECTORATE: Recruitment and Selection  
Sub Directorate: Staff Movement  
REF. NO: HO: 0924  
SALARY: R270 804 per annum (Plus Benefits)  
CENTRE: Head Office  
REQUIREMENTS: An appropriate three year tertiary human resource or equivalent qualification and/or Grade 12 with more than 10 years human resources administration experience, with four years thereof being at supervisory level. Knowledge and understanding of the current education and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver’s license.  


ENQUIRIES: Mpho Mohloai. Tel. No: (011) 843 6610
POST: ASSISTANT DIRECTOR: (X 3 POSTS)
DIRECTORATE: Financial Administration
REFERENCE NO: HO: 0903
SALARY: R270 804p.a. (plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate, recognised Degree / Diploma in Financial Accounting as a major plus at least 3-5 years relevant working experience or Grade 12 plus more than 10 years’ experience in financial environment. Knowledge of PFMA, Treasury Regulations, knowledge of BAS (Basic Accounting Systems) and Persal, Excellent Communication skills, Computer literacy in Excel, Word and PowerPoint.

DUTIES: Provide financial Administration for Head Office, District offices and schools. Maintain all the accounting records of the department. Assist with clearing of accounts. Prepare monthly and quarterly reports. Prepare monthly Reconciliations, e.g. bank reconciliation, BAS & Persal reconciliation payment reconciliation etc. Responsible for payment accounts, revenue collection, Payroll Administration, management of inter-departmental transactions, development of circulars and policies, and manage GRV and supplier invoices process. Assist with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES: Head Office- Ms. Angie Nathane. Tel No: (011) 355-0254
POST: ASSISTANT DIRECTOR: OFFICE SERVICE POOL X 2
DIRECTORATE: Finance and Administration
SECTION: Office Service Pool
SALARY: R270 804 per annum (Plus Benefits)
CENTRE: Districts – Tshwane North REF. NO: TN: 0916 Johannesburg West REF. NO: JW: 0917


DUTIES: Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Waste paper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Ensure assistance with typing & data capturing. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.

ENQUIRIES: Ms. G Chauke. Tel. No: 012 543 1044(Tshwane North)
Mr. L. Jafta. Tel. No: 011 831 5433(Johannesburg West)
ASSISTANT DIRECTOR: SECRETARIAT
DIRECTORATE: Office of the HOD
REF. NO: HO: 0901
SALARY: R270 804.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
DUTIES: Provide complete secretariat support services for the office of the HoD. Communicate all formal structure meetings to relevant stakeholders. Facilitate logistics for internal and external meetings. Analyse various input documents and consolidate such documents into executive summary reports. Assist in compiling agendas for formal decision making structures in consultation with relevant role players. Compile and distribute minutes of meetings timeously. Provide weekly and monthly reports of meetings held. Keep an updated cumulative record of meetings.
ENQUIRIES: Mr. Janine Buitendag. Tel. No: (011) 843 6523
ASSISTANT DIRECTOR: Safe School Management (15 Posts)
DIRECTORATE: School Safety
REF. NO: HO: 0902
SALARY: R270 804 per annum (Plus Benefits)
CENTRE: Head Office

REQUIREMENTS: An appropriate, recognized three year Tertiary qualification (or equivalent) qualification plus 3 years relevant experience in an office administrative environment. Knowledge of School Safety. People management and the understanding of the Batho Pele Principles. Problem solving, analytical, planning, financial management & Report writing skills. Solid understanding of the Head Office and Branches interlink. Good verbal and written communication skills. Ability to interact with top, senior and middle management. Ability to work independently, in a team & under pressure. Computer literate. Honesty and integrity plus relevant and credible experience in customer relations & resources management. Sound understanding of legislative frameworks, systems, procedures and processes in government and GDE. Supervisory skills. Valid driver’s license.

DUTIES: Auditing school compliance with the provisions of the Occupational Health and Safety Act 2 Remedy Policy and procedural gaps arising from the audit Improve emergency equipment in schools in line with OHS Act. Implement minimum safety standards in and around the school to comply with OHS Act.

ENQUIRIES: Mr. Zondi Nkuna. Tel. no: (011) 355 0019/0651
LEGAL ADMINISTRATION OFFICER (MR 5)

DIRECTORATE: Legal Services

REF. NO: HO:0903

SALARY: An all-inclusive salary package ranging between R 268,497.00—R 662,397.00 per annum (salary to be determined in accordance with experience as per OSD determination)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: A recognised LL.B degree or equivalent four year legal qualification. At least 3 years appropriate post-qualification legal experience. Admission as an Attorney will be an added advantage. Knowledge and understanding of the Public Service legislative framework and Education laws, as well as drafting and interpretation of Contracts. Knowledge of South African Constitutional Law. The ability to work long hours. A valid South African Driver’s License.

SKILLS: Interpretation of statutes skills, presentation skills, research skills. Good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.

DUTIES: Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Attend to litigation on behalf of the Department. Attend to all legal matters regarding the department, including drafting and vetting contracts, circulars and appeals. Communicate with relevant stakeholders on matters relating to education. Policy development and analysis. General support services to the Directorate.

ASSISTANT DIRECTOR (2 Posts)
DIRECTORATE: School Financial Management Funding & Subsidy
REF NO: HO: 0904
SALARY: R270 084.00 per annum (plus benefits)
CENTRE: Head Office, Johannesburg

DUTIES: Overseeing the Payments for all section 20 schools, Monitoring of municipal payments for section 21 schools. Analyze audited financial statements for Public Ordinary Schools. Attend to municipal queries i.e. Provide support by municipal debt reports for all municipalities around Gauteng. Ensure management resources. Update and correct Municipal debt report; Provide support in monitoring that all Human resources processes are adhered to.

ENQUIRIES: Mr. Teboho Mayeza Tel. No: (011) 355 0251
POST: Social Worker; Employee Health & Wellness Programme
DIRECTORATE: Performance Management Development
REF. NO: HO: 0905
SALARY: R339 804.00 p.a. as per OSD determination
CENTRE: Head Office

REQUIREMENTS: An appropriate, recognised BA Degree or equivalent tertiary qualification in Social Work with a minimum of five years’ experience in the Employee Health and wellness and related fields. Registration with the South African Council for Social Services Professions. Application of different Psycho-therapeutic interventions. Conversant with acts, policies and legislation pertaining to the Social Work Practice; Public service and Education Sector. Must be able to work in a transversal teams; Innovative. Project management skills. Knowledge of Policy development. Strong written and verbal communication skills and fluency in written and spoken English. Must be able to apply high degree of Judgment in dealing with government officials, counterparts and other stakeholders. Sound communication, negotiation, conflict and strategic management skills. The ability to coordinate and collaborate with internal and external stakeholders. Ability to link Employee Health and Wellness with HR functions. Mentoring and coaching skills. Ability to work under pressure. Knowledge of Financial management. Proficiency in computer Literacy is essential (MS Word, Outlook, Excel, PowerPoint). A valid driver’s license.

DUTIES: Coordinate and provide Employee Health and Wellness interventions to employees and their immediate family members. This includes project coordination & implementations for pro-active and reactive interventions in the Province, in all GDE institutions. Including training of employees on EHW Programmes. Consult and liaise with relevant stakeholders as part of a multi-disciplinary support team that is sensitive to and accommodates diversity, with appropriate capacity building, policies, and support. Use eco-systemic and innovative approaches in the understanding of barriers to work performance and development of employees. Conduct psycho-social assessments aimed at identifying barriers to Workplace productivity and performance and justify relevant interventions. Management of Trauma and critical incidents; and trauma debriefing. Market and advocate for employee Health and wellness services and programmes. Facilitate presentations at different forums and settings. Provide strategic support to district based coordinators. Monitor and evaluate programme implementation. Ensure adherence to allocated budgets. Conduct social work interventions, research, and social Work administration.

ENQUIRIES: Ms. Jeanette Moema Tel. No: (011) 355 0102
ASSISTANT DIRECTOR: Learner Transport and Nutrition Co-coordinator (10 POSTS)
DIRECTORATE: Education Operations and Support
SALARY: R270 804.00 p.a. (Plus benefits)
CENTRE: Districts:
   - Ekurhuleni North REF. NO: EN: 0906
   - Johannesburg North REF. NO: JN: 0907
   - Gauteng East REF. NO: GE: 0908
   - Gauteng West REF. NO: GW: 0909
   - Johannesburg Central REF. NO: JC: 0910
   - Johannesburg South REF. NO: JS: 0911
   - Ekurhuleni South REF. NO: ES: 0912
   - Sedibeng East REF. NO: SE: 0913
   - Johannesburg East REF. NO: JE: 0914
   - Gauteng North REF. NO: GN: 0914
DUTIES: Coordinate and manage the Learner transport and school nutrition. Manage an effective implementation of the School Nutrition policies and guidelines. Monitor and report on Conditional Grant expenditure and performance in accordance with PFMA and Treasury regulations. Monitor the programme at district and school levels. Compile and allocate Monthly, quarterly and annually reports. Facilitate capacity building workshops and trainings for all relevant stakeholders. Report on expenditure patterns of the conditional grant. Develop and strengthen internal administrative and financial systems and/ or controls. Ensure Intersectoral collaboration with other relevant governmental and non-governmental institutions. Coordinate and establish sustainable Food production and other nutrition related activities. Provide advice and guidance in respect of all services, policies, systems and development. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Manage the efficient provision of poverty alleviation and nutrition. Develop school nutrition related policies and procedures and ensure the implementation thereof. Provide advice on all School Nutrition matters. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Department.
ENQUIRIES:
   - E Mochela. Tel. No: (011) 746 8190
   - R Vaughan Tel. No: (011) 694 9378
   - M Leotlela. Tel. No: (011) 736 0717
   - L Dhlamini. Tel. No: (011) 6604581
   - R Nemukula. Tel. No: (011) 983 2231
   - M Makhubela. Tel. No: (011) 247 5710
   - E Raphotho Tel. No: (011) 389 6034
   - P Zeeman Tel. No: (016) 440 1748
   - E Moloko Tel. No: (011) 666 9109
   - S Pila Tel. No: (011) 846 3639
DEPUTY CHIEF EDUCATION SPECIALIST: FET&AET COORDINATOR (5 Posts)

SUB-DIRECTORATE: Curriculum Management & Delivery

SALARY: R366 891 p.a. per annum (plus benefits)

CENTRE: District: Johannesburg Central Ref No: JC:1013, Sedibeng West Ref No: SW:1020, Gauteng East Ref No: GE:1026, Johannesburg North Ref No: JN:1034 & Johannesburg East Ref No: JE:1064

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years teaching experience plus 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: Co-ordinate and monitor the development & implementation of programmes, activities and projects within a specific subject. Co-ordinate, monitor and ensure implementation, maintenance and support of the subject programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Ensure the co-ordination, promotion, and implementation of policy based on a bias-free assessment system.

ENQUIRIES: R Nemukula Tel No: (011) 983 2231
E Rust Tel No: (016) 594 9207
M Leotlela Tel No: 072 533 6073
R Vaughan Tel. No: (011) 694 9478
E Moloko Tel No: (011) 666 9109
POST: DEPUTY CHIEF EDUCATION SPECIALIST: Performance Management Development  (9 Posts)
DIRECTORATE: Transversal Human Resource Services
SALARY: R366 891 per annum (plus benefits)

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years teaching experience plus 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: Manage the performance management strategy systems and processes for educators. Coordinate the monitoring, evaluation, development and implementation of performance management systems processes and policies. Ensure adherence to performance management cycles. Ensure the moderation of performance management scores. Analyse performance management systems outcomes. Facilitate the implementation of performance management system outcomes. Collect and analyse reports from the districts. Compare the performance of educators with learner achievement. Set in place strategies to align teacher performance with learner achievement in order to enhance the quality of learning and teaching. Establish linkages between the Directorate, other Directorates and relevant stakeholders. Design and co-ordinate all monitoring processes for IQMS and PMDS implementation, moderation, quality assurance and verification of scores.

ENQUIRIES: P Zeeman  Tel No: (016) 440 1748
R Nemukula Tel No: (011) 98 2221
E Rust Tel No: Tel No: (016) 594 9207
M Leotlela Tel No: 072 533 6073
R Vaughan Tel No: (011) 694 9378
E Raphoto Tel No: (011) 389 6034
G Chauke Tel No: (012) 543 1044
S Swanepoel Tel No: (012) 8463652
E Moloko Tel No: (011) 666 9109
DEPUTY CHIEF EDUCATION SPECIALIST: Special Projects (4 posts)

SUB-DIRECTORATE: Curriculum Management & Delivery

SALARY: R366 891 per annum (Plus benefits)

CENTRE: Districts- Johannesburg Central Ref No: JC:1015, Sedibeng West Ref No: SW: 1021,Gauteng North District Ref No: GN:1056 & Johannesburg East Ref No: JE:1060

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years teaching experience plus 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: 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: R. Nemukula Tel No: (011) 983 2231
              E. Rust Tel No: (016) 594 9207
              S Swanepoel Tel no: (012) 846 3652
              E Moloko Tel No: (011) 666 9109
DEPUTY CHIEF EDUCATION SPECIALIST: LTSM X 3
DIRECTORATE: Education Operation & Support (EOS)
SALARY: R366 891 per annum (plus benefits)

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years minimum teaching experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in Education Support Systems. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc.). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate. Strong interest in education support systems. Analytical and report writing skills. Valid driver’s license.

DUTIES: Guide procurement processes for LTSM for Public Schools, Public Special Schools and Abet centers. Follow up on orders and deviations on behalf of schools. Receive expenditure statements and reports from schools. Communicate with schools on matters relating 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 and to brief them on matters relating to the procurement of LTSM. Communicate with the relevant LTSM Directorate on matters relating to LTSM procurement in schools.

ENQUIRIES: R Vaughan Tel No: (011) 694 9378
J Lizwe Tel No: 082 306 4221
E Moloko Tel No: (011) 666 9109
DEPUTY CHIEF EDUCATION SPECIALIST: Early Childhood Development: Foundation Phase X 3

SUB-DIRECTORATE: Curriculum Management & Delivery

SALARY: R366 891 per annum (plus benefits)

CENTRE: Districts – Sedibeng West Ref No: SW:1017, Tshwane South Ref No: TS:1042 & Johannesburg West Ref No: JW:1038

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years teaching experience plus 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: 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 extra-curricular programmes.

ENQUIRIES: E Rust Tel No: (016) 594 9207
M Van Der Walt Tel No: (012) 401 6363
J Lizwe Tel No: 082 306 4221
DEPUTY CHIEF EDUCATION SPECIALIST: Teacher Development X 5
SUB-DIRECTORATE: Coordination of Learning Implementation

SALARY: R366 891 per annum (Plus benefits)


REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience. Proven management and leadership abilities. Must be registered SACE. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills.

DUTIES: Manage and coordinate the monitoring, evaluation, development and implementation of performance Management Systems, processes and policies. Manage and coordinate the moderation of performance Management scores. Manage the analysis of Performance Systems out comes. Manage and facilitate the implementation of performance management systems outcomes. Manage and adherence to policy management cycles.

ENQUIRIES: M. Makhubela Tel No: (011) 247 5710
M Leotlela Tel No: 072 533 6073
J Lizwe Tel No: 082 306 4221
E Raphoto Tel No: (011) 389 6034
G Chauke Tel No: (012) 543 1044
DEPUTY CHIEF EDUCATION SPECIALIST: Labour Relations X 5

SUB-DIRECTORATE: Dispute Management

SALARY: R366 891 per annum (Plus benefits)

CENTRE: Districts- Tshwane West Ref No: TW:1012, Johannesburg Central Ref No: JC:1014, Johannesburg West Ref No: JW: 1041, Tshwane South Ref No: TS:1045 and Head Office Ref No: HO:1059

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience with reference to the post description. Three Years Qualification in Labour Relations related field of study serves as added advantage. Must be registered with SACE. Knowledge of legislations which include but not limited to; LRA, EEA, PSA, PSR, BCEA, SDA, COIDA, SASSA. Knowledge of Relevant Collective Agreements concluded at PSCBC, GPSSBC, ELRC. Knowledge of policies included but not limited to; National Education Policies and other Departmental Policy related to employment Relations. Strong background in labour relations practices and procedures. Experience in conflict resolution and negotiating skills will be a strong recommendation. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. Analytical and report writing skills. Valid Driver’s License.

DUTIES: Implement policy regarding disciplinary enquiries. Facilitate the resolution of grievances, represent the Department in Disputes Resolution forums, promote sound employment relations. Maintain labour peace within the organization.

ENQUIRIES: P Selowa Tel. No: (011) 355 1505
DEPUTY CHIEF EDUCATION SPECIALIST: Curriculum Information Analyst (8 Posts)

SUB-DIRECTORATE: Education Operation & Support

SALARY: R366 891 per annum (Plus Benefits)


REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience. Proven management and leadership abilities. Must be registered 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: P. Zeeman. Tel No: (016) 440 1748
M. Makhubela. Tel No: (011) 247 5710
M Leotlela Tel No: 072 533 6073
L Dhlamini Tel No: (011) 660 4581
M Van Der Walt Tel No: (012) 401 6363
E Raphoto Tel No: (011) 389 6034
G Chauke Tel No: (012) 543 1044
E Moloko Tel No: (011) 666 9109
POST: DEPUTY CHIEF EDUCATION SPECIALIST Systemic Evaluation (3 posts)
DIRECTORATE: Quality Assurance:
REF NO: HO:1066
SALARY: R366 891 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification /Teaching diploma or minimum of REQV 13 which must include 7 years minimum teaching experience. Must be registered with SACE. A sound knowledge of Education Policy and Legislation environment. Extensive knowledge of GET and FET curriculum. A broad knowledge of Learning Programme Areas and Assessment Policies within the National Curriculum Statement is important. An understanding of Systemic Evaluation Processes, External Whole-school Evaluation, Integrated Quality Management System and Standard Setting processes. Proven experience of both Qualitative and Quantitative research methodology. Report writing and analytical skills. Knowledge of matrix and project management. Ability to work under pressure and meet deadlines. Ability to provide leadership and to work in a diverse team. A willingness to frequently work extended hours. Computer skills (Ms Word, Ms PowerPoint, Ms Excel, Ms Access and Ms Outlook). Valid driver’s license.
ENQUIRIES: Ms. HT Mokgosi. Tel No: (011) 892 2100
POST: DEPUTY CHIEF EDUCATION SPECIALIST: PSYCHOLOGIST X 10
SUB-DIRECTORATE: Education Operation & Support
SALARY: R366 891 per annum (Plus Benefits)
CENTRE: District: Sedibeng East Ref No: SE:1006, Sedibeng West Ref No: JS:1023, Gauteng East Ref No: GE: 1030, Gauteng West X2 POSTS Ref No GW: 1033, Johannesburg North Ref No: JN: 1036, Ekurhuleni South Ref No: ES: 1048, Tshwane North X2 POSTS Ref No:TN :1053 & Gauteng North Ref No: GN: 1058
REQUIREMENTS: An appropriate, recognized Doctorate degree or Masters Degree in Educational Psychology plus 7 years teaching and/or Educational Psychology experience. Registration with the HPCSA as an educational Psychologist. Proven management and leadership abilities. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver’s license.
DUTIES: Review and develop policy, manage and expand inclusive education support services. Develop programmes of a psychosocial nature for learner sat-risk and Out-of-School Youth with disabilities. Manage research and development programmes aligned to national and provincial priorities. Develop intervention strategies implemented to support inclusive education. Ensure the ecosystemic management of assessment of extrinsic/intrinsic barriers. Co-ordinate the management for strategic interventions and national priorities. Oversee policy compliance and oversight of Site and District-Based Support Teams. Ensure a collaborative consultative approach to problem-solving, and facilitate meetings with relevant role players in school sport. Compile operational and procurement plans.
ENQUIRIES: P. Zeeman. Tel No: (016) 440 1748
E Rust Tel No: (011) 594 9207
M Leotlela Tel No: 072 533 6073
L Dhlamini Tel No: (011) 660 4581
R Vaughan Tel No: (011) 694 9378
E Raphoto Tel No: (011) 389 6034
G Chauke Tel No: (012) 543 1044
S Swanepoel Tel No: (012) 846 3652
DEPUTY CHIEF EDUCATION SPECIALIST: Intermediate Phase X 4
DIRECTORATE: Curriculum Management & Delivery
SALARY: R366 891 per annum (Plus Benefits)
CENTRE: District: Sedibeng East Ref No: SE:1003, Sedibeng West Ref SW:1018,
Gauteng East Ref No: GE:1024 & Johannesburg East Ref No: JE: 1065
REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV
13 which must include 7 years minimum teaching experience Plus relevant management experience
Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and
knowledge in teacher development and curriculum development and practice. A sound knowledge of
the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc).
Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of
transformation issues and capacity building process in education. Proven experience in managing
people, projects and finances and the ability to plan strategically. Good Written and verbal
communication skills. Ability to work independently as well As in a team. Computer literate. Analytical
and report writing skills. Valid Driver’s license.
DUTIES: Managing the Intermediate Phase Unit. Management of human resources in the Intermediate
Phase unit. Facilitating curriculum and teacher development and support initiatives relevant to the
Intermediate Phase. 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. 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 the Intermediate phase. Establish and maintain
systems for supporting strategic planning in the Intermediate phase. Monitor the quality of institutions.
ENQUIRIES: P Zeeman. Tel No: (016) 440 1748
E Rust. Tel No: (016) 594 9207
M Leotlela. Tel No: 072 533 6073
E Moloko. Tel No: (011) 666 9109
POST: DEPUTY CHIEF EDUCATION SPECIALIST: Senior Phase (7 Posts)
DIRECTORATE: Curriculum Management & Delivery
SALARY: R366 891 per annum (plus benefits)
REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years minimum teaching experience. Must be registered with SACE .Proven management and leadership abilities. Hands-on experience and knowledge in teacher development and curriculum development and practice. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and the ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate. Analytical and report writing skills. 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 method, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experience by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Monitoring learners performance and identify interventions and resource needs. Promote the development of extra-curricular programmes.
ENQUIRIES: P Zeeman. Tel No: (016) 440 1748
M Makhubela Tel No: (011) 247 5710
S Letoaba Tel No: (011) 725 1451
G Chauke Tel No: (012) 543 1044
E Rust Tel No: (016) 594 9207
M Leotlela Tel No: 072 533 6073
M Van der Walt Tel No: (011) 401 6363
POST: DEPUTY CHIEF EDUCATION SPECIALIST: Education Management Information Systems (EMIS)
DIRECTORATE: Education Planning, Evaluation and Reporting
REF NO: HO: 1031
SALARY: R366 891 per annum (plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years minimum teaching experience. Must be registered with SACE. Proven management and leadership abilities. Experience in managing people, projects and finances and the ability to plan strategically. A Thorough knowledge of education policies and other legislation impacting on the education sector. An understanding of the context and processes in which the strategic plans of the department are developed. Research (both qualitative and quantitative) and evaluation skills. Knowledge in one of the statistical packages would be advantageous. Computer literate (especially word processing, spreadsheets and databases). Good written and verbal communication as well in a team. Candidate must be willing to work irregular hours and travel extensively. Valid driver’s license.
DUTIES: Design and implement education research projects focusing on the quantitative analysis of education provision. Engage in high level data analysis to support decision-makers at all levels. Design and conduct education surveys to collect data on the education system provincially or in conjunction with the national Department of Education. Produce standard statistical reports and multi-year analysis. Develop and measure education indicators to measure the performance of the provincial education system and produce annual statistical reports for public accountability. Data management and managing of the data capture centre including the management and collection of SASAMS/LURITS data and provide reports for planning and decision making.
ENQUIRIES: Mohammad Sujee. Tel No: (011) 355 0217
POST: DEPUTY CHIEF EDUCATION SPECIALIST: Extra-Curricular Programmes X 3

SUB-DIRECTORATE: Education Operation Support (EOS)

SALARY: R260 865.00 per annum (plus benefits)

CENTRE: District: Sedibeng East Ref No: SE:1005, Tshwane West Ref TW:1011, & Tshwane North Ref No: TN:1057

REQUIREMENTS: An appropriate Bachelor's degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 7 years teaching experience plus 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. Co-ordinate 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: P Zeeman. Tel No: (016) 440 1748
S Letoaba Tel No: (012) 725 1451
G Chauke Tel No: (012) 543 1044