DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION TRAINING & DEVELOPMENT SUPPORT(x 5 POSTS)

DIRECTORATE: Education Training and Special Schools

REF. NO: HO2016/08/66

SALARY: R 422 409.00 per annum (plus benefits)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate, recognized 3 year degree/ equivalent, which must include 7 years of minimum teaching experience and 3 years’ experience in management. Post matric qualification in training and development. The incumbent must have experience in the Training and Development Environment. Formal Training in Project Management, as well as Monitoring and Evaluation. Proven report writing and analysis abilities. Experience in Project Management, as well as Monitoring and Evaluation. The applicant must be registered with SACE. Hands on experience and in-depth knowledge of policies underpinning Teacher Development. A sound knowledge of the National Qualification framework, National Curriculum Statements (NCS) and Curriculum and Assessment Policy Statement (CAPS). A sound knowledge of the education legislation and the necessary skill to coordinate and ensure professional development, management and support services to educators. The ability to prepare concise and accurate research/evaluation reports based on empirical data, as well as the ability to think analytically and creatively. Other requirements are supervisory, organizational, time management, decision making, excellent interpersonal skills, ability to work independently, overtime, as well as have effective communication (both verbal and written) skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills are necessary in fulfilling the responsibilities associated with this post. The applicant must have advanced computer skills, with experience in the Microsoft Office suite, i.e. Excel, Word, Access and PowerPoint. THE FOLLOWING WILL BE AN ADVANTAGE: Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A Valid driver’s license

DUTIES: Coordinate the development/ review, as well as the implementation of the Teacher Development Strategy in the Department. Coordinate the development/ review, as well as the implementation of the Monitoring and Evaluation Framework of the Teacher Development Strategy in the Department. Coordinate professional development programmes emanating from a variety of diagnostic systems and processes (e.g. IQMS, ANA, NSC, WSE etc.). Coordinate National and Provincial Educator Development Special Projects and Programmes (e.g. ICT Training and Support, Initial Teacher Education, SSIP etc.). Establish and manage structures to monitor the design, planning and implementation of the educator development programmes. Devise solutions for teacher development implementation challenges. Statistical analysis of data using quantitative and qualitative methodology. Promote and monitor the implementation of the Teacher Development Strategy in the Department. Consult with all the relevant stakeholders on the planned development programmes. Communicate with all the relevant stakeholders on the training and development programmes. Coordinate the process of strengthening the District teacher Development Centres and ensuring their optimum utilization, to support teaching and learning. Coordinate reporting on the design, planning and implementation of the educator development programmes. Coordinate the orientation of teachers on the SACE CPTD system, the signing up of teachers, as well as the implementation of the system. Coordinate the implementation of the National Teacher Awards (NTA) in the Province. Coordinate the establishment and functionality of the Professional Learning Communities.

ENQUIRIES: Mr. Moshe Makoka Tel. No: (011) 355 0139
DEPUTY CHIEF EDUCATION SPECIALIST: OVERSIGHT, MONITORING & REPORT
DIRECTORATE: Strategic Policy Management
REF. NO: HO2016/08/67
SALARY: R 422 409.00 per annum (plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience. An appropriate Honours or Master’s degree would be an advantage. Proven management and leadership abilities. Must be SACE registered. An understanding of knowledge, experience and attributes with regards to education legislation, education policies and public finance. Advanced computer skills, with experience in the Microsoft Office suite, i.e. Excel, Word, Access and PowerPoint. Ability to identify, conceptualize and analyse education policy problems/gaps and to monitor policy implementation, compliance and evaluate the impact of educational policies and legislation. Co-ordination of organisational inputs into departmental reports and proven ability and experience in writing reports. Proven ability and experience in monitoring strategic plans with the intention of ensuring that the Department achieves its goals. Ability to provide guidance to senior management on monitoring, reporting and evaluating departmental plans. Good communication skills (written and verbal) and interpersonal skills. Must have a drivers licence.

DUTIES: Monitoring the implementation of education policy and plans. Report on the outcome of monitoring activities to various internal and external stakeholders through monthly, quarterly and annual reports on the state of education in the province. Facilitation and writing of the performance reports of branches/senior managers through bi-annual reports and tracking the implementation of the MEC and HODs performance contracts. Analysis, verification and reporting of evidence data submitted. Ensure the reliability and credibility of data through benchmarking and standardization in line with provincial, national and international practices. Development of appropriate monitoring and data verification tools. Ensure the effective management and maintenance of an operational information system for monitoring and reporting. Assist in the planning process by making inputs with regard to benchmarking and drafting of performance measures, ensuring correlation between planning and reporting processes.

ENQUIRIES: Ms. Phindile Dhlamini Tel. No: (011) 355 0495

DEPUTY CHIEF EDUCATION SPECIALIST: ORGANISATION PERFORMANCE STANDARDS (X 2 POSTS)
DIRECTORATE: Strategic Policy Management
REF. NO: HO2016/08/68
SALARY: R 422 409.00 per annum (plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 7 years minimum teaching experience. An appropriate Honours or Master’s degree would be an advantage. Proven management, leadership and report writing abilities. Must be registered with SACE. Skills, knowledge, experience and attributes with regards to education legislation, education policies, programmes and public finance. An understanding of the
discipline of monitoring and evaluation. Proven experience in research and/or evaluation. Good written and verbal communication skills. The ability to prepare concise and accurate research / evaluation reports based on empirical data. Proven project management experience and skills. The ability to think analytically and creatively. Good presentation skills. Advanced computer skills, with experience in the Microsoft Office suite, i.e. Excel, Word, Access and PowerPoint. A valid driver’s licence and willingness to travel locally. Must have a drivers licence.

**DUTIES:** Design, coordinate and execute evaluations of the performance of the Departments programmes, including the design and implementation of programmes and programme outputs, outcomes and impact. Devise solutions for programme implementation challenges. Statistical analysis of data using quantitative and qualitative methodology. Promote and monitor evaluation practice in the Department. Coordinate and facilitate the Departmental Evaluation Plan. Provide expert support to all programmes and sub-programmes in their monitoring and evaluation activities. Measure and report on the level of achievement and compliance in terms of policy goals. Manage external agencies involved in conducting evaluations for the Department.

**ENQUIRIES:** Ms. Phindile Dhlamini       Tel. No: (011) 355 0495

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**DEPUTY CHIEF EDUCATION SPECIALIST: STRATEGIC POLICY DEVELOPMENT & IMPLEMENTATION**

**DIRECTORATE:** Strategic Policy Management

**REF. NO:** HO2016/08/69

**SALARY:** R 422 409.00 per annum (plus benefits)

**CENTRE:** Head Office, Johannesburg

**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 SACE registered. Experience in applied research and development of effective methods for impact assessment. Advanced knowledge of public policy analysis and public policy development processes. Knowledge of education legislation and other legislation and policies impacting on the education sector. Ability to identify and conceptualize education policy problems and find solutions. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). Must have analytical, evaluation, presentation and report writing skills. Good communication skills (written and verbal) and interpersonal skills. Must have a valid Driver’s Licence.

**DUTIES:** Analyse education policy, priorities and approaches and keep senior management abreast with current trends. Facilitate the development of education legislation, policy and operational guidelines. Establish, maintain and manage information to: access approved circulars and policies, track circulars and policies reviewed. Review the alignment of National and provincial education legislation. Develop policy guidelines to facilitate compliance. Monitor policy implementation and compliance and evaluate the impact of educational policies/legislation. Co-ordination of organisational inputs on draft legislation. Draft educational legislation and policies. Plan and implement projects to close gaps between policy and practice.

**ENQUIRIES:** Ms. Phindile Dhlamini       Tel. No: (011) 355 0495
DEPUTY CHIEF EDUCATION SPECIALIST: CLUSTER LEARDER
DIRECTORATE: Circuit Management and Support
REF. NO: JE2016/08/70
SALARY: R 422 409.00 per annum (plus benefits)
CENTRE: Johannesburg East District

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 skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS and CAPS. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver’s license.

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

ENQUIRIES: Ms. Elizabeth Moloko Tel. No: (011) 666 9109
DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM INFORMATION ANALYST
SUB DIRECTORATE: Information Systems & Strategic Planning
SALARY: R 422 409.00 per annum (plus benefits)
CENTRE: DISTRICTS Johannesburg East District Ref No: JE2016/08/71 and Gauteng West District Ref No: GW2016/08/72
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. Valid driver’s license.
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: Ms. Elizabeth Moloko Tel. No: (011) 666 9109 
Ms. Louisa Dhlamini Tel. No: (011) 660 4581

DEPUTY CHIEF EDUCATION SPECIALIST: FET
SUB DIRECTORATE: Curriculum Management & Delivery
REF. NO: TS2016/08/73
SALARY: R 422 409.00 per annum (plus benefits)
CENTRE: Tshwane South District
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:** Ms. M Van Der Walt  
Tel. No: (012) 401 6363

**DEPUTY CHIEF EDUCATION SPECIALIST: COORDINATOR EXTRA-CURRICULAR PROGRAMMES**

**SUB DIRECTORATE:** Education Support  
**REF. NO:** TS2016/08/74  
**SALARY:** R 422 409.00 per annum (plus benefits)  
**CENTRE:** Tshwane South District  
**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 systems (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. M Van Der Walt  
Tel. No: (012) 401 6363

**DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS)**

**DIRECTORATE:** Education Planning and Information  
**REF. NO:** HO2016/08/75  
**SALARY:** R 422 409.00 per annum (plus benefits)  
**CENTRE:** Head Office  
**REQUIREMENTS:** An appropriate Bachelor’s degree or equivalent recognized qualification/ Teaching diploma or minimum of REQV 13. 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 South African education policies and legislation. Knowledge of policies and legislation that support the effective management of education information would be advantageous. Research (both qualitative and quantitative) and evaluation skills. Knowledge in one of the statistical packages would be advantageous. Advanced computer literacy (especially word processing, spreadsheets (Excel) and databases (Access). Good written and verbal communication. Comfortable with working in a team structure. Prepared to work irregular hours and travel across the province when required. Must possess a valid driver’s license.

**DUTIES:** Engage in high level data analysis to support decision-makers at all levels. Collect data on the education system provincially. Work in conjunction with the Department of Basic Education to produce relevant data reports. Produce standard statistical reports and multi-year analysis based on SA-SAMS/LURITS and other existing databases. Support the development of education indicators to measure the performance of the provincial education system. Produce annual statistical reports for public accountability. Manage data and support the management of the data capture centre. Manage, collect and quality assure SA-SAMS/LURITS data. Ensure the uploading of SA-SAMS/LURITS data onto the provincial data warehouse and LURITS.
ENQUIRIES: Ms. Zoleka Khumalo   Tel. No: (011) 843 6502

DEPUTY CHIEF EDUCATION SPECIALIST: YOUTH AND CULTURE
DIRECTORATE: School Sport and Curricular
REF. NO: HO2016/08/76
SALARY: R 422 409.00 per annum (plus benefits)
CENTRE: Head Office

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification / teaching diploma or minimum REQV 13 which includes 7 years teaching experience plus credible, relevant management experience. Must be recognised by SACE. Good knowledge of the relevant education legislation, regulation, Acts, agreements, policies and procedures. Sound understanding of the directorate and the ability to co-ordinate and implement programmes / projects involving various stakeholders and partners. Evidence of experience in managing projects in the district / province and be able to work independently and in a team with good verbal and written communication skills. Computer literate in Word, Excel and Power point. Ability to work under pressure and willingness to work extra hours. Strong analytical skill and ability to plan strategically. A good understanding of matrix management and financial policies. Valid driver’s license.

DUTIES: Implement programmes for Youth and Culture as well as support projects for the other units, directorates and departments. Provide leadership to the districts officials. Co-ordinate partnerships with stakeholders and other departments to promote social cohesion in the province. Mediate national and provincial policies regarding programme and do capacity building in the districts. Monitor programmes in the district and support officials. Operational planning and monitoring of all allocated funds and programmes. Generation of programme and project reports.

ENQUIRIES: Mr. Cedric Rancho   Tel. No: (011) 355 0323

DEPUTY CHIEF EDUCATION SPECIALIST
DIRECTORATE: Special Investigation
REF. NO: HO2016/08/175
SALARY: R 422 409.00 per annum (plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent recognized qualification /Teaching Diploma or minimum of REQV13 with 7 years minimum teaching experience. Must be registered with SACE. An understanding of Gauteng Provincial Government’s strategic vision, priorities and public service legislation governing education in South Africa. An in-depth knowledge of change management, strategies and interventions as well as conflict management within Gauteng Department of Education. Demonstrate an understanding of governance issues and be able to communicate them to people. Demonstrate and understanding of projects and finances and the ability to plan strategically. Analytical and project management skills. People management and financial management skills. Sound communication, report writing as well as problem solving skills. Conflict resolution and situation analysis skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). Candidate must be willing to work irregular hours and travel extensively. A valid driver’s license is essential.

DUTIES: To ensure a conductive environment for teaching and learning in schools. Ensure that labour peace is maintained in schools. Respond to school and community issues to ensure that schools are normal. Facilitate in the coordination of directives. Implement projects related to capacity building in the Directorate. Give support to the Directorate in the development and implementation of plans. Attend regular meetings of the Directorate. Liaise with other Directorates in the Department. Manage Implementation of all approved recommendations emanating from the Directorate’s reports on interventions. Manage the Compilation of all reports on all interventions
conducted by the Directorate. Coordinate monitoring mechanisms. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative framework for good governance. Provide and maintain financial Management systems that will enable the directorate to comply with the imperatives set by the PFMA.

ENQUIRIES: Ms R Modjadji Tel. No: (011) 843 6628
CLOSING DATE: 14 September 2016

The Gauteng Provincial Government is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Certification must not be older than 6 months.

The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Applications must be delivered or posted to Head Office or Districts where the post exist. Refer to the attached list:

PLEASE NOTE: Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

DISTRICTS AND HEAD OFFICE ADDRESSES

<table>
<thead>
<tr>
<th>DISTRICT GAUTENG WEST [GW]:</th>
<th>DISTRICT JOHANNESBURG EAST [JE]:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address: Corner Boshoff &amp; Human Street, KRUGERSDORP</td>
<td>Physical Address: 142/144, Fourth &amp; Elizabeth Street, Parkmore, SANDTON</td>
</tr>
<tr>
<td>Postal Address: Private Bag X2020, Krugersdorp 1740</td>
<td>Postal Address: Private Bag X910, Sandton, 2146</td>
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</tbody>
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<tr>
<th>DISTRICT TSWANE SOUTH [TS]:</th>
<th>HEAD OFFICE [HO]</th>
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</thead>
<tbody>
<tr>
<td>Physical Address: President Towers Building, 265 Pretorius Street PRETORIA</td>
<td>Physical Address: 111 Commissioner Street Johannesberg, 2001</td>
</tr>
<tr>
<td>Postal Address: Private Bag X198 Pretoria, 0001</td>
<td>Postal Address: PO Box 7710, Johannesburg, 2000</td>
</tr>
<tr>
<td>Enquiries: Margie van der Walt 6363/5</td>
<td>Enquiries: Hector Tsosane TEL: (011) 355 0200</td>
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