POST: CHIEF EDUCATION SPECIALIST (X 2 POSTS)
DIRECTORATE: Education Training and Special Projects
SUB-DIRECTORATE: Capacity Building Grade R
REF. NO: 2015/04/1077
SALARY: R657 879.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs). The successful candidate will be required to undergo competency assessment, security clearance
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate, recognized 3 year degree, 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. 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 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. Other requirements are supervisory, organizational, report writing, 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 Computer skills including MS Word, Ms Excel, MS Power point and MS Outlook. A Valid Driver’s Licence.
DUTIES: To ensure effective building of capacity for Grade R, through coordinating the training of Grade R Practitioners, quality assurance of the Grade R Training Programmes, as well as the certification of the Grade R Practitioners. Monitor the planning, design and implementation of Grade R Training and Development Programmes in the province. Monitor the effectiveness of the Grade R Training and Development Interventions at the Grade R Sites.
ENQUIRIES: Ms. Charlotte Shirindi Tel No. 011 843 6840
POST: CHIEF EDUCATION SPECIALIST  
DIRECTORATE: Education Training and Special Projects  
SUB-DIRECTORATE: Curriculum Special Projects  
REF. NO: 2015/04/1078  
SALARY: R657 879.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs). The successful candidate will be required to undergo competency assessment, security clearance  
CENTRE: Head Office, Johannesburg  
REQUIREMENTS: An appropriate, recognized 3 year degree, which must include 10 years of minimum teaching experience and 7 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. Experience in Performance Management, Strategic Leadership, Project Management, Monitoring and Evaluation, as well as Financial Management. 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 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. Other requirements are supervisory, organizational, report writing, 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 Computer skills including MS Word, Ms Excel, MS Power point and MS Outlook. A Valid Driver’s Licence.  
DUTIES: To ensure effective management and implementation of Curriculum Special Projects in the Province, through: monitoring the planning, design and implementation Curriculum Special Projects, for both School Based and Office Based Educators. Monitor the effectiveness of Curriculum Special Training and Development Interventions in schools.  
ENQUIRIES: Ms. Charlotte Shirindi Tel No. 011 843 6840
POST: CHIEF EDUCATION SPECIALIST: SCHOOL IMPROVEMENT
DIRECTORATE: PUBLIC ORDINARY SCHOOLS
REF. NO: 2015/04/1094

SALARY: R657 879.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office

REQUIREMENTS: An appropriate, recognized 3-year Degree/Teaching diploma or a minimum of REQV 13 which must include 9 years minimum teaching experience plus credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. An understanding of Gauteng Provincial Government’s strategic vision, priorities and Public Service Legislation. A thorough knowledge of all policies and legislation governing education in South Africa. An in-depth knowledge of current policy imperatives, policy formulation processes, amendments, strategies and interventions as well as conflict and change management within the Gauteng Department of Education. Knowledge of PFMA, Supply Chain Management and effective Financial Management Strategies.

Computer Literacy in MS office: Word, Excel, Access, PowerPoint, Outlook and Internet. A clear understanding and experience of Matrix Management. An in-depth knowledge of report writing as well as advanced communication and presentation skills. A valid driver’s license.

DUTIES: Conduct research on factors that impact positively on School Improvement and how schools manage change. Develop a standardized system on processes and procedures on school and District improvement planning. Develop criteria and instruments to evaluate school and District Improvement Plans. Evaluate the School and District Improvement plans. Evaluate School Academic Improvement Plans for Under-Performing Schools. Manage and facilitate workshops for Districts and Schools in relation to School Self Evaluation Processes as well as School Policy Development and Review Processes. Analyse School Visit Reports received from Quality Assurance and escalate recommendations to the relevant line functions as well as evaluate that recommendations made are included in the School Improvement Plans submitted. Develop and manage a tracking system for all interventions referred to line functions. Develop Standard Operating Procedures to address systemic needs as and when identified. Develop strategies and provide on-site support for all new schools established by the department to ensure that all relevant systems are in place. Develop and manage operational and procurement plans as well as budget expenditure reports. Effective management of the Sub- Directorate: School Improvement – PMDS processes, leave management. Prepare weekly operational & monthly key deliverable reports and quarterly reports.

ENQUIRIES: Ms. Elize Froneman – 011 355 1515
POST: CHIEF EDUCATION SPECIALIST: ORGANISATION AND GOVERNANCE OF SPECIAL SCHOOLS
DIRECTORATE: INCLUSION AND SPECIAL SCHOOLS
REF. NO: 2015/04/1095
SALARY: R657 879.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). The successful candidate will be required to undergo competency assessment and security clearance.
CENTRE: Head Office
REQUIREMENTS: An appropriate, recognized 3-year Degree/ Teaching diploma or a minimum of REQV 13 which must include 9 years minimum teaching experience plus credible, relevant management experience. A further qualification in Inclusive Education will be an added advantage Must be registered with SACE. Proven management and leadership skills. An understanding of Gauteng Provincial Government’s strategic vision, priorities and Public Service Legislation. A thorough knowledge of all policies and legislation governing education in South Africa. An in-depth knowledge of current policy imperatives, policy formulation processes, amendments, strategies and interventions as well as conflict and change management within the Gauteng Department of Education. Knowledge of PFMA, Supply Chain Management and effective Financial Management Strategies. Computer Literacy in MS office Word, Excel, Access, Powerpoint, Outlook and Internet. A clear understanding and experience of Matrix Management. An in-depth knowledge of report writing as well as advanced communication and presentation skills. Knowledge of PFMA, Supply Chain Management and effective Financial Management Strategies. A valid driver's license.
DUTIES: Facilitate the management and effective functioning of governance (SGB, RCLs), academic and management structures. Establish and provide for the training needs of governance, school management teams and RCLs for public special schools. Implementation of White Paper 6. Manage the establishment of full service schools. Develop frameworks and guidelines for all public special schools with respect to finance, administration and governance. Develop and manage a tracking system for all interventions referred to line functions. Develop Standard Operating Procedures for Special Schools to address systemic needs as and when identified. Identify and facilitate in consultation with MGSLG training needs for SGB and RCL members. Conduct investigations in terms of all SGB related queries – Learner Expulsions, School Fee Exemptions and all SGB cases referred to the Department. Develop and manage operational and procurement plans as well as budget expenditure reports. Effective management of the Sub-Directorate - PMDS processes, leave management. Prepare weekly operational & monthly key deliverable reports and quarterly reports.
ENQUIRIES: Dr Hester Costa – 011 355 0813
POST: DEPUTY CHIEF EDUCATION SPECIALIST
DIRECTORATE: Special Investigations.
REF NO: 2015/04/1081
SALARY: R366 891.00 p.a. (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, ability to plan, strategies and interventions as well as conflict management. Demonstrate an understanding of governance issues. 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 stable. Facilitate in the coordination of directives. Parent and Community involvement in schools. 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. Implementation of all approved recommendations emanating from the Directorate’s reports on interventions. Conduct interventions/investigations. Compilation of all reports on all interventions conducted by the Directorate. Monitoring Effective, efficient and economical utilisation of resources allocated to the Directorate as outlined in the legislative framework for good governance. Maintain financial Management systems that will enable the directorate to comply with the imperatives set by the PFMA.

ENQUIRIES: Mr. S Mabena Tel No: (011) 011 843 6628

CLOSING DATE: 29 May 2015

Please Note: All applications must be accompanied by comprehensive Curriculum Vitae

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. A certified copy of your identity document and qualifications must be attached. Certification must not be 6 months old. 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 the Head Office. Refer to the attached list below:
HEAD OFFICE [HO]
Physical Address: 111 Commissioner Street, Johannesburg
Postal Address: P.O. Box 7710, Johannesburg 2001