



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

APPLICATIONS

DISTRICTS EKURHULENI NORTH (EN) Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190,
DISTRICT EKURHULENI SOUTH [ES]: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa TEL: (011) 389-6062,
GAUTENG EAST [GE]: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0717
DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana TEL: (012) 846-3754
DISTRICT GAUTENG WEST [GW]: Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581,
DISTRICT JOHANNESBURG CENTRAL [JC]: Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Bertsam, 2013 Enquiries: Linda Mabutho: TEL: (011) 983-2231,
DISTRICT JOHANNESBURG EAST [JE]: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109, **DISTRICT JOHANNESBURG NORTH [JN]:** Physical Address: Corner Biccard & Jorison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: TEL: (011) 694 9378,
DISTRICT JOHANNESBURG SOUTH [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957
DISTRICT JOHANNESBURG WEST [JW]: Physical Address: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta: TEL: 061 483 3054 ,
DISTRICT SEDIBENG EAST [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: TEL: (016) 440-1861
DISTRICT SEDIBENG WEST [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa TEL: (016) 594 9193,
DISTRICT TSWANE NORTH [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Ephraim Magakoa TEL: (012) 543 1044,
DISTRICT TSWANE SOUTH [TS]: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt TEL: (012) 401 6363/5,
DISTRICT TSHWANE WEST [TW] Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele TEL: (012) 725 1451, **HEAD OFFICE [HO]** Physical Address: 26th Loveday street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: **CHECK ENQUIRIES ON THE ADVERT 26 November 2018**

CLOSING DATE

NOTE

Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If

you have not been contacted within three months after the closing date please accept that your application was unsuccessful

OTHER POSTS

- POST** : **CIRCUIT TEAM MANAGER (3 Posts)**
Sub- Directorate: Circuit Support Team
- SALARY CENTRE** : R 861 486.00 per annum (All-inclusive package)
Tshwane South District **REF NO: TS2018/11/01**, Gauteng West District **REF NO: GW2018/11/02**; Ekurhuleni North District **REF NO: EN2018/11/03**
- REQUIREMENTS** : A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management Skills and conflict resolution in education management or equivalent. Communicate: Effective communication to district director, chief director other managers in department. Effective Communication to managers and other subordinates in circuit management. Advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Change Management. Good understanding of the curriculum (policies and implementation). Educational management, governance and service delivery. Effective reports required i.e. Public Service statutory framework. **SKILLS.** Effective communication, negotiation and influencing skills. High level financial management, people management, client orientation, planning and implementation, strategic capabilities and leadership. Advanced computer literacy. Valid driver's license.
- DUTIES** : Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Public Ordinary schools. Ensure that effective academic and democratic schools are build. Manage school information systems. Manage the development of and ensure the implementation of policy, planning and monitoring procedures in Public Ordinary Schools. Facilitate the management and effective functioning of governance, leadership and management structures and co-ordinate the training of school governance and management structures. Develop a standardized system on school improvement planning. Intervene in poorly performing schools and introduce change management systems. Supervise and manage Subordinates and other participants in the sub-Directorate activities. Disseminate information to all stakeholders and report activities. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National Policy Frameworks. Report to and participate in all appropriate district and provincial and other structures and processes.
- ENQUIRIES** : Ms. M Van Der Walt: Tel No. 012 401 6363 (**TS**), Ms. Louisa Dhlamini Tel 011 660 4581 (**GW**); Ms Emily Mochela: Tel No. 011 746 8190 (**EN**)
- POST** : **CHIEF EDUCATIONAL SPECIALIST: EDUCATION SUPPORT (2 Posts)**
Sub-Directorate: Education Support
- SALARY CENTRE** : R 861 486.00 per annum (All-inclusive package)
Tshwane North District **REF NO: TN2018/11/04**, Ekurhuleni South District **REF NO: ES208/11/05**
- REQUIREMENTS** : A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. 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** : Mr. Ephraim Magakoa: Tel No. 012 543 1044 (TN); Mr Xolani Kheswa: Tel No. 011 389 6062 (ES)
- POST** : **CHIEF EDUCATIONAL SPECIALIST: CURRICULUM MANAGEMENT & DELIVERY REF NO: EN2018/11/06**
Sub-Directorate: Curriculum Management & Delivery
- SALARY CENTRE REQUIREMENTS** : R 861 486.00 per annum (All-inclusive package)
: Ekurhuleni North District
: A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum. A sound understanding of curriculum transformation issues and capacity building processes in education. A sound knowledge, understanding and experience of Outcomes Based Education (CAPS and the National Curriculum Statement (NCS) for both General Education and Training (GET) and Further Education and Training (FET) and other related legislative framework. Evidence of experience in managing curriculum support and intervention programmes in schools. Knowledge and understanding and implementation of the following policies; Assessment, Language in Education, Education White paper 6, and e-Learning. Proven experience in managing people, projects and finances and the ability to plan strategically. A good understanding of Matrix Management. Computer literate in Word, Power Point and Excel programmes. Strong communication skills (written & verbal). Ability to work under pressure and willingness to work extra hours. Strong analytical skills. Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum management, maintaining a database and ability to analyze and report on information related to learner performance. Valid driver's license.
- DUTIES** : Management and co-ordination of the implementation and compliance of the NCS in schools in the district. Oversee the implementation of the examinations and assessment framework for GET and FET. Manage the human and physical and financial resources to provide efficient and effective curriculum support to schools. Enhance the capacity of district officials to ensure effective and efficient service delivery. Establish, maintain and support curriculum structures at the district. Ensure participation of district curriculum officials in Head Office structures. Engage and interact with all stakeholders to ensure policy compliance and enhance learner performance. Prepare and report on all program activities to the district director and relevant directorates at Head Office. General Management and leadership functions viz. strategic planning; financial management and control as per the PFMA, operational planning, staff development and appraisal and project management and general administrative duties.
- ENQUIRIES** : Ms Emily Mochela: Tel No. 011 746 8190 (EN)
- POST** : **CHIEF EDUCATION SPECIALIST: INFORMATION SYSTEM AND STRATEGIC PLANNING (2 Posts)**
Sub-Directorate: Information Systems and Strategic Planning
- SALARY CENTRE REQUIREMENTS** : R861 486.00 per annum (All-inclusive package)
: Tshwane West District **REF NO: TW2018/11/07**, Johannesburg West District **REF NO: JW2018/11/08**
: A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. A thorough knowledge of educational policies and other legislation impacting on the education sector. Good written and verbal communication skills. Computer skills, Good analytical and report writing skills. Valid driver's license.

<u>DUTIES</u>	:	Implement systems and structure which are congruent with policy framework and plans. Establish clear channels of communication with schools and other stakeholders. Collects, analyse and translate data and information into knowledge for planning, decision making and reporting purpose. Co-ordinate and facilitate the strategic planning function of the District. Ensure that education surveys to collect data are conducted. Manage and collect SA-SAMS/ LURITS data and datasets and ensure the smooth flow and acquisition of ANA/LURITS data. Manage quality control and assurance of SA-SAMS/LURITS data. Co-ordinate training on the SA-SAMS systems to schools and other relevant stakeholders. Ensure the overall management of the unit, including planning, budgeting and delivery of activities needed from the unit.
<u>ENQUIRIES</u>	:	Ms Priscilla Ravele: Tel No. 012 725 1451(TW); Mr Lizwe Jafta: Tel No. 061 483 3054 (JW)
<u>POST</u>	:	<u>CHIEF EDUCATION SPECIALIST: ORGANISATION AND GOVERNANCE</u>
<u>DIRECTORATE</u>	:	<u>REF NO: HO2018/11/09</u> Inclusion and Special Schools
<u>SALARY</u>	:	861 486.00per annum (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Good knowledge of the Constitution of the Republic of South Africa as well as other relevant Education Legislation, Regulations and Policies Acts. Knowledge of latest developments related to Management and Governance matters. A good understanding of Matrix Management. Sound communication, report writing skills, presentation, negotiation, conflict and project management skills. A sound knowledge of Institutional Development and Support processes within Inclusion and Special Schools. Extensive knowledge and understanding of global trends: in School Readiness, School Improvement, School Governance, Admissions and School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license.
<u>DUTIES</u>	:	Ensure provincial coordination, monitoring, reporting and support towards policy compliance regarding School Readiness, School Improvement, Governance, Admissions, School Resourcing and Financial Management in Public Special Schools. Ensure provincial monitoring, support and reporting in terms of School Management Teams and School Governing Bodies relating the management, planning, reporting and review of all school activities, related operational systems, the implementation of SASAMS, Curriculum Delivery and support provisioning. Ensure the provincial management and implement applications for expulsions of learners in Special schools. Track and report on the provincial implementation of sanctions following applications for expulsion of learners in all Public schools and intervene where required. Develop, coordinate and report on provincial systems to ensure the implementation of SASA and related legislation, specifically in relation to the SIAS Policy Identify, make recommendations and track implementation to address challenges in terms of the needs of the learners, educators, therapists and support staff at all Special schools, as well as intervening when provincial trends are identified. Conduct research on factors impacting positively on School Improvement and how schools manage change towards provincial improvement. Evaluate and report on the School Academic Improvement Plans for Under-Performing Special Schools. Analyse School Visit Reports and data received from School Readiness, Quality Assurance and investigation processes and escalate recommendations to the relevant line functions. Ensure that recommendations made are included in the School Improvement Plans submitted. Develop provincial standard operating procedures to address systemic needs as and when identified, assessing the implementation and reporting on such. Ensure the management and effective functioning of governance (SGBs, RCLs and SMTs), academic and management structures of Public Special Schools. Establish and provide for the training needs of governance, school management teams and RCLs for Public Special schools. Oversee the

development and management of tracking systems for all queries received from the offices of the MEC, HOD and DDG. Conduct investigations, report and facilitate implementation of recommendations. Ensure and report on the support and capacity building of district and schools, including District Based Support Teams and School Based Support Teams, in line with the strategic objectives of the Department. Interact with relevant stakeholders and stakeholder organisations. Assist with the processing of opening, merger and closure applications for Public schools. Prepare gazette notices for the approval of the MEC.

ENQUIRIES : Ms Elsie Simbine Tel. No: 083 273 4624

POST : **CHIEF EDUCATION SPECIALIST: POLICY EVALUATION (REF NO: HO2018/11/11)**

DIRECTORATE : Strategic Policy Management

SALARY : R 861 486.00 per annum (**all-inclusive package**)

CENTRE : Head Office, Johannesburg

REQUIREMENTS : A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience, backed by some experience in applied research. Must be registered with SACE. A previous working knowledge of social statistics and analytical method and including an understanding of relevant modelling tools and techniques will serve as an advantage. Knowledge of the following comprises further requirements: Education policies and other legislation impacting on the education sector. Analytical, evaluation and report writing skills. Management. experience and planning skills. Proficiency in MS Word, Excel and PowerPoint. Ability to demonstrate Research (both qualitative and quantitative) and evaluation skills. Ability to develop effective methods for impact assessment.

DUTIES : The successful candidate will monitor the implementation of policies and projects (including budgets) and evaluate their impact and effectiveness. To develop an evaluations programmes for the department including standards. To evaluate the impact of education policy delivery and compliance. To measure and report on the level of achievement of policy targets. To evaluate the programmes and interventions of the department in support of policy compliance. To identify policy gaps, research questions and operational shortcomings with a view to improving policy development and maintenance. To contract external agencies for objective evaluation.

ENQUIRIES : Mr Faizel Peerbhai, Tel: (011) 355-0494/5

POST : **CHIEF EDUCATION SPECIALIST: WHOLE SCHOOL EVALUATION PRIMARY SCHOOL REF NO: HO2018/11/43**

DIRECTORATE : Quality Assurance

SALARY : R 861 486.00 per annum (**all-inclusive package**)

CENTRE : Boksburg

REQUIREMENTS : A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of all relevant education legislation environment and policies. Extensive Knowledge of the GET, FET Curriculum and Assessment. An understanding of External Whole School Evaluation, Integrated Quality Management System Systemic Evaluation, National Assessments, International Studies such as TIMMS, PIRLS, SACMEQ, TALIS etc. An understanding of Language and Maths Strategy, CAPS processes and Primary School Management experience. Proven experience of both Qualitative and Qualitative research methodology. Report writing and PowerPoint presentation Skills. Knowledge of matrix and Project Management. The ability to work under pressure and meet deadlines. A willingness to occasionally work extended hours. Computer skills (MS Word MS PowerPoint, MS Excel, MS Access and MS Outlook). Valid driver's license.

DUTIES : Plan and coordinate External Whole School Evaluation in all primary schools and report on the performance of these institutions. Validate the findings of Internal Whole School Evaluation. Conduct research on current trends in evaluations to inform evaluation processes. Manage the Whole School Evaluation unit activities and budget. Conduct PMDS of all staff allocated to

WSE Primary Schools. Report on the progress against the operational plan and expenditure patterns. Quality Assure all External Whole School Evaluation reports. Ensure that all evaluated schools receive Final WSE reports Lead the analysis of all Primary Schools Whole School Evaluation reports and lead the process of providing feedback to districts and directorates at head office, completing GDE quarterly reports. Provide recommendation for School Improvement. Compile the Annual WSE report for the DBE. Participate in all Quality Assurance activities, namely, conduct focused Evaluation in Schools declared as underperforming and any other focused Evaluation activity, any other matrix management activities, HOD's projects, etc. Set up Evaluation teams, plan and prepare for evaluations. Maintain Database for evaluated schools and archive school's records. Contribute to Systemic Evaluation, and Education Focused Evaluations sub-directorates in the education context

ENQUIRIES

:

Ms. HT Mokgosi : Tel No: (011) 892 2100

POST

:

EDUCATION PSYCHOLOGISTS (18 Posts)

Sub-Directorate: Education Support

SALARY

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R 674 892.00 – R 745 512.00 per annum Grade 1, R 791 253.00 – R 878 181.00 Grade 2 and R 918 288.00 – R1 081 689.00 Grade 3 (All-inclusive package)

CENTRE

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Tshwane North District **REF NO: TN2018/11/12**, Gauteng North District **X3 REF NO: GN2018/11/13**, Tshwane West District **X3 REF NO: TW2018/11/14**, Ekurhuleni North District **X3 REF NO: EN2018/11/15**, Ekurhuleni South District **REF NO: ES2018/11/16**, Johannesburg South District **X2 REF NO: JS2018/11/17**, Sedibeng East District **REF NO: SE2018/11/83**, Sedibeng West District **REF NO: SW2018/11/84**

REQUIREMENTS

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An appropriate, recognized Doctorate degree or Master's Degree in Educational Psychology plus 7 years teaching and/ or Educational Psychology experience. Current 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 Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). 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

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Comment on and implement policy, manage and expand inclusive education support services. Conduct psycho-educational assessments, write appropriate reports and provide feedback on assessments conducted. Be an active member of the District Based Support Team (DBST), facilitate appropriate placements for learners, design and develop learning and developmental programmes including intervention programmes and Individual Support Plans for learners experiencing barriers to learning. Monitor and support implementation of development programmes. Support and facilitate specific placement of learners e.g. learners in Child and Youth Care Centres (CYCC), Member of the Executive Council (MEC) and Head of Department (HOD) Appeals as well as complaints. Co-ordinate, intervene and close cases within the prescribed timeframes. Liaise with other relevant stakeholders and provide psycho-social support, conduct counselling and therapeutic intervention, co-ordinate and conduct debriefing, monitor and support learners in diversion programmes. Arrange for rehabilitation programmes for learners whose expulsion has been suspended as mandated by the Head of Department. Identify appropriate assessment tools for procurement and mediation. Submit statistics and reports on a monthly and quarterly basis as required. Provide specialist support to all Public Schools including Full-Service Schools and Special Schools Resource Centres. Work within a team supporting the clusters and reporting to the Circuit manager as well as the EOS directorate. Be competent in issuing Learner with Special Educational Needs (LSEN) numbers and have thorough knowledge of the category of disabilities. Be part of a multi-disciplinary team using an eco-systemic approach. Liaise with colleagues in other districts to facilitate cross-district transfers to special schools.

ENQUIRIES

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Mr Ephraim Magakoa: Tel No. 012 543 1044; Mr. Alfred Phaswana: Tel No. 012 846 3754 (**GN**); Priscilla Ravele: Tel No. 012 725 1451 (**TW**); Ms Emily Mochela: Tel No. 011 746 8190 (**EN**); Mr Xolani Kheswa: Tel No. 011 389 6062

(ES); Mr Patrick Sesane: Tel No. 011 247 5944 (JS); Mr Peter Nkgage: Tel NO. 016 440 1856 (SE); Ms Bertha Mlotshwa: Tel No. 016 594 9207 (SW)

- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: E-LEARNING (2 Posts)**
Sub Directorate: Education Support
- SALARY CENTRE** : R482 706.00 per annum (plus benefits)
: Johannesburg Central District **REF NO: JC2018/11/18**, Gauteng North District
REF NO: GN2018/11/19
- 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. An in depth understanding of the PFMA, NCS policy framework and related legislation. Procurement functions and application of the Supply Chain Management Policy Knowledge of advanced Project Management will be an added advantage A Good Understanding of LTSM-ICT strategy and the E-Learning policy framework Knowledge of financial management is essential in order to plan and control budgets in the LTSM such as RTT, Special Provincial Grants and National priorities, Budget Planning, organizing and people management skills Advanced end-user computing in all Office Applications including Word; Access, Outlook and PowerPoint Analytical skills using SPSS would be an advantage. Valid driver's license.
- DUTIES** : To manage and co-ordinate the implementation of ICT and Curriculum policies, guidelines and directives related to the management of teaching and learning e-resources. Evaluation and selection of e-curriculum support materials; and generate strategic framework that guides implementation of visual E-LTSM (Interactive digital content) for the 21st century. Advocate, mediate, monitor and support the utilization of ICT in schools. Encourage and support the creation and functioning of ICT committees in Districts and schools. Project management, organise and manage exhibitions of E-LTSM with publishers and Service Providers for all public schools. Liaise and network with publishers and manufacturers of E-LTSM and other GDE service providers. Support the Development of E-LTSM (Interactive digital content) e-catalogues for purchasing E-LTSM for public schools. Co-ordinate and manage Districts E-Learning Teams. Co-ordinate and guide the provisioning of e-content within the District and Province. Support schools with change management processes during the ICT roll-out. Support installations, deliveries and utilization of e-resources in schools. Write qualitative and quantitative reports for the HOD on matters pertaining to E-LTSM (Interactive digital content) and implementation of the ICT roll-out.
- ENQUIRIES** : Mr. Linda Mabutho: Tel No. 011 983 2231; Mr. Alfred Phaswana: Tel No. 012 846 3754 (GN)
- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: INTERMEDIATE PHASE REF NO: JC2018/11/20**
Sub Directorate: Curriculum Management & Delivery
- SALARY CENTRE** : R482 706.00 per annum (plus benefits)
: Johannesburg South District
- 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 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** : Mr. Patrick Sesane : Tel No. 011 247 5944
- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: ECD/FOUNDATION PHASE (4 Posts)**
Sub Directorate: Curriculum Management & Delivery
- SALARY CENTRE** : R482 706.00 per annum (plus benefits)
Johannesburg North District **REF NO: JN2018/11/21**, Gauteng East District **REF NO:GE2018/11/22**, Gauteng North District **REF NO: GN2018/11/23**, Johannesburg West District **REF NO: JW2018/11/86**
- 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 ECD and Foundation Unit. Management of Human resources in the ECD and Foundation Unit. Facilitating curriculum and teacher development and support initiatives relevant to ECD and Foundation 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 ECD and Foundation Phase educators and programmes Establish and maintain systems for supporting strategic planning in ECD and Foundation Phase classes. Monitor the quality of institutions.
- ENQUIRIES** : Ms. Nelisiwe Mashazi: Tel No. 011 694 9403 (**JN**); Mr Mpho Leotlela: Tel No. 011 736 0717 (**GE**); Mr. Alfred Phaswana: Tel No. 012 846 3754 (**GN**); Mr Lizwe Jafta: Tel No. 061 483 3054 (**JW**)
- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: SENIOR PHASE (3 Posts)**
Sub Directorate: Curriculum Management & Delivery
- SALARY CENTRE** : R482 706.00 per annum (plus benefits)
Johannesburg North District **REF NO: JN2018/11/24**, Gauteng East District **REF NO: GE2018/11/25, Sedibeng East SE2018/11/10**
- 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 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.
<u>DUTIES</u>	:	Managing the Senior Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior 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 Senior Phase educators and programmes. Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.
<u>ENQUIRIES</u>	:	Ms. Nelisiwe Mashazi: Tel No. 011 694 9403 (JN); Mr Mpho Leotlela: Tel No. 011 736 0717 (GE); Mr Peter Nkgage: 016 440 1856 (SE)
<u>POST</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: EXTRA CURRICULAR PROGRAMMES REF NO: JC2018/11/26</u> Sub Directorate: Education Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R482 706.00 per annum (plus benefits) Johannesburg Central District 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.
<u>DUTIES</u>	:	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).
<u>ENQUIRIES</u>	:	Mr. Linda Mabutho : Tel No. 011 983 2231
<u>POST</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: POLICY AND PLANNING (3 Posts)</u> Sub Directorate: Information Systems and Strategic Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R482 706.00 per annum (plus benefits) Johannesburg South District REF NO: JS2018/11/27 , Johannesburg North District REF NO: JN2018/11/28 , Gauteng North District REF NO:GN2018/11/29 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.
<u>DUTIES</u>	:	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. Patrick Sesane: Tel No. 011 247 5944 (JS), Ms. Nelisiwe Mashazi: Tel No. 011 694 9403 (JN); Mr. Alfred Phaswana: Tel No. 012 846 3754 (GN)

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM INFORMATION ANALYST (2 Posts)**
Sub Directorate: Information Systems and Strategic Planning

SALARY CENTRE : R482 706.00 per annum (plus benefits)
Johannesburg East District **REF NO: JE2018/11/30**, Tshwane South District **REF NO: TS2018/11/31**

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 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 stakeholders. Ability to work independently as well as in a team. Ability to deliver on mandates amidst competing priorities. Ability to work under pressure. Good written and verbal communication skills. Good presentation skills. Computer literate. Knowledge of all Microsoft Office Tools. Valid driver's license.

DUTIES : Manage the district information systems. Ensure that education surveys to collect data are conducted. Manage and collect SA-SAMS/ LURITS data and datasets and ensure the smooth flow and acquisition of ANA/LURITS data. Manage quality control and assurance of SA-SAMS/LURITS data. Co-ordinate training on the SA-SAMS systems to schools and other relevant stakeholders. Analyse curriculum data for planning, reporting and decision making. Ensure the overall management of the unit, including planning, budgeting and delivery of activities needed from the unit.

ENQUIRIES : Ms. Elizabeth Moloko: Tel No. 011 666 9109 (JE); Ms. M Van Der Walt: Tel No. 012 401 6363 (TS)

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: TEACHER DEVELOPMENT AND TEACHER CENTRE (2 Posts)**
Sub Directorate: Curriculum Management & Delivery

SALARY CENTRE : R482 706.00 per annum (plus benefits)
Johannesburg West District **REF NO: JW2018/11/32**, Gauteng East District **REF NO: GE2018/11/33**

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. 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.4 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. 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. Lizwe Jafta: Tel No. 061 483 3054; Mr Mpho Leotlela: Tel No. 011 736 0717 (GE)
- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: PERFORMANCE MANAGEMENT AND DEVELOPMENT (2 Posts)**
Sub-Directorate: Transversal Human Resource Services
- SALARY CENTRE** : R 482 706.00 per annum (plus benefits)
: Tshwane West District **REF NO: TW2018/11/34**, Ekurhuleni North District **REF NO: EN2018/11/35**
- 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. Valid driver's license.
- DUTIES** : Manage and coordinate professional development programs emanating from the Performance Management System (IQMS)/ PMDS and Educator National Development Strategies for all Educators in the District. Manage the District Based recruitment of candidates for Initial Teacher Education in accordance with the bursary policy. Manage the implementation of the National Teacher Awards (NTA) in the District. Oversee the process of establishing and / or strengthening the District Teacher Development Centre. Co-ordinate educator development programs between Teacher Development Institutes and the District Teacher Development Centre. Manage the sign up of teachers onto the SACE CPTD system as well as the implementation of the system. Ensure the effective management and implementation of educator development related to special projects (e.g. SSIP).
- ENQUIRIES** : Ms Priscilla Ravele: Tel No. 012 725 1451; Ms Emily Mochela: Tel No. 011 746 8190 (EN)
- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST REF: INTERMEDIATE PHASE REF NO:TS2018/11/36**
Sub-Directorate: Curriculum Management & Delivery
Section/ Unit: Intermediate Phase
- SALARY CENTRE** : R482 706.00 per annum (plus benefits)
: Tshwane South District

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 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, NEPA, Skills Development Act, etc). Knowledge of the National Qualification Framework (NQF), SAQA and CAPS. 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 programmes, activities and projects within subjects in the phase. Management of human resources in the Intermediate Phase unit. Coordinating curriculum and teacher development and support initiatives relevant to 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 learners' performance and develop interventions.

ENQUIRIES : Mrs. M Van Der Walt : Tel No. 012 401 6363

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: FET PHASE (2 Posts)**
Sub Directorate: Curriculum Management & Delivery

SALARY CENTRE : R482 706.00 per annum (plus benefits)
: Johannesburg West District REF NO: JW2018/11/37, Sedibeng East District REF NO: SE2018/11/10

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 : Mr. Lizwe Jafta : Tel No. 061 483 3054; Mr Peter Nkgage: 016 440 1856 (SE)

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: ORGANISATION AND GOVERNANCE (2 POSTS) REF NO: HO2018/11/38**

DIRECTORATE : Inclusion and Special Schools

SALARY : 482 706.00 per annum (plus benefits)

CENTRE : Head Office, Johannesburg

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 knowledge of the Constitution of the Republic of South Africa as well as other relevant Education Legislation, Regulations and Policies Acts. Knowledge of latest developments related to Management and Governance matters. A good understanding of Matrix Management. Sound communication, report writing skills, presentation, negotiation, conflict and project management skills. A sound knowledge of Institutional Development and Support processes within Inclusion and Special Schools. Extensive knowledge and understanding of global trends: in School Readiness, School Improvement, School Governance, Admissions and School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license.

DUTIES : Co-ordinate, monitor and support policy compliance regarding School Readiness, School Improvement, Governance, Admissions, School Resourcing and Financial Management in Public Special Schools. Monitor and support School Management Teams and School Governing Bodies relating the management, planning, reporting and review of all school activities, related operational systems, the implementation of SASAMS, Curriculum Delivery and support provisioning. Manage and implement applications for expulsions of learners in Special schools. Track the implementation of sanctions following applications for expulsion of learners in all Public schools. Develop systems to ensure the implementation of SASA and related legislation, specifically in relation to the SIAS Policy. Identify, make recommendations and track implementation to address challenges in terms of the needs of the learners, educators, therapists and support staff. Conduct research on factors impacting positively on School Improvement and how schools manage change. Evaluate School Academic Improvement Plans for Under-Performing Special Schools. Analyse School Visit Reports and data received from School Readiness, Quality Assurance and investigation processes and escalate recommendations to the relevant line functions. Ensure that recommendations made are included in the School Improvement Plans submitted. Develop Standard Operating procedures to address systemic needs as and when identified. Facilitate the management and effective functioning of governance (SGBs, RCLs and SMTs), academic and management structures. Establish and provide for the training needs of governance, school management teams and RCLs for Public schools. Develop and manage tracking systems for all queries received from the offices of the MEC, HOD and DDG. Conduct investigations, report and facilitate implementation of recommendations. Support and capacitate district and schools, including District Based Support Teams and School Based Support Teams, in line with the strategic objectives of the Department. Assist with the processing of opening, merger and closure applications for Public schools. Prepare gazette notices for the approval of the MEC.

ENQUIRIES : Ms Palesa Mabusela Tel. No: 060 997 2818

POST : **DEPUTY CHIEF EDUCATION SPECIALIST (3 posts) REF NO: HO2018/11/39**

DIRECTORATE : Public Ordinary Schools

SALARY : R 482 706.00 per annum (plus benefits)

CENTRE : Head Office

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 knowledge of relevant Education Legislation, Regulations and Policies Acts. Sound communication, proficiency in English, report writing, presentation, negotiation, conflict skills. A sound knowledge of Institutional Development and Support processes within Public Ordinary Schools. Extensive knowledge and understanding of global trends: in School Readiness, School Improvement, School Governance, Admissions and School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Matrix Management, Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license. **In addition, Project Management qualification will be an added advantage.**

DUTIES : Co-ordinate and monitor policy compliance regarding School Readiness, School Improvement, Governance, Admissions and School Resourcing. Track the management and delivery of all activities within Public Ordinary Schools Directorate. Develop and facilitate the utilisation of operational systems. Develop systems to ensure the implementation of SASA. Identify challenges that schools have to meet in terms of the needs of the learners and educators. Conduct research on factors impacting positively on School Improvement and how schools manage change. Evaluate School Academic Improvement Plans for Under-Performing Schools. Manage and operationalize the transition towards Section 21 status of public schools and re-organisation of schools. Analyse School Visit Reports and data received from School Readiness, Quality Assurance and investigation processes and escalate recommendations to the relevant line functions. Evaluate that recommendations made are included in the School Improvement Plans submitted. Develop Standard Operating procedures to address systemic needs as and when identified. Facilitate the management and effective functioning of governance (SGBs, RCLs and SMTs), academic and management structures. Establish and provide for the training needs of governance school management teams and RCLs for public schools in consultation with MGSLG. Develop and manage tracking systems for all queries received from the offices of the MEC, HOD and DDG. Conduct investigations, report and facilitate implementation of recommendations. Support and capacitate district and schools in line with the strategic objectives of the Department. Assist with the processing of merger and closure applications for public schools. Prepare gazette notices for the approval of the MEC.

ENQUIRIES : Ms Mmule Madonsela : Tel No. 011 355 0871

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: GRADE R MANAGEMENT (2 Posts) REF NO: HO2018/11/40**

DIRECTORATE : Early Childhood Development

SALARY : R 482 706.00 per annum (plus benefits)

CENTRE : Head Office

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 knowledge of relevant Education Legislation, Regulation and Acts and a sound knowledge of all major relevant education legislation and policies, particularly PFMA, SASA, the National Norms and Standards for Grade R Funding and Grade R Regulations. Good understanding of the Grade R and Pre – Grade R Policies and Implementation. Proven experience in managing data, people, projects, finances and the ability to plan strategically. Computer literate in Word, Power Point and Advanced Excel programmes. Analytical and report writing skills. Ability to work under pressure as well as to work both independently and as a member of a team. Willingness to work extra hours. Knowledge of Matrix Management, Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, Power Point and Outlook. A valid driver's license

DUTIES : Co-ordinate and manage the Institutional systems and facilitate the Resourcing processes of ECD services. Mediate National and Provincial Policy on Grade R, Circulars as well as the Grade R Regulations. Manage process and procedures of payment of Resource Allocation for both existing and new Grade R sites. Co-ordinate the implementation of the extension of Grade R Practitioner contracts and Quality assure the process. Manage the termination and replacement of practitioners. Monitor and evaluate the expenditure patterns of the Resource Allocations. Monitor and maintain a Provincial database. Verify training and resource provisioning. Generate programmes and project reports. Prepare operational, weekly, quarterly & monthly key deliverable reports.

ENQUIRIES : Ms Phumelele Tloubatla : Tel No. 011 355 0482

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: PRE-PRIMARY SPECIALIST**
REF NO: HO2018/11/41

DIRECTORATE : Early Childhood Development

SALARY : R 482 706.00 per annum (plus benefits)

CENTRE : Head Office

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 knowledge of relevant Education Legislation, Regulation and Acts. A sound understanding of curriculum and inclusion transformation issues including capacity building processes in education. A sound knowledge and understanding of the National Curriculum Framework for 0-4yrs; a sound knowledge, understanding and experience in the National Curriculum Statement (NCS) for General Education and Training (GET). In-depth knowledge, experience and understanding of Early Childhood Development (ECD), Assessment, Inclusion policy and practices; Sound communication, report writing, presentation, negotiation, conflict and project management skills. Knowledge of Matrix, Project, People and Financial management processes. Computer literacy in Ms-office: Word, Excel, Access, PowerPoint and Outlook. A valid driver's license

DUTIES : Co-ordination of the development and implementation of ECD Curriculum and providing leadership and support throughout the province. Co-ordination of provincial structures. Mediation of the National and Provincial policy in the field of ECD Curriculum. Promotion of quality and authentic ECD Curriculum programmes. Monitoring, support and report on the teaching, learning and assessment; recording and reporting on learner performance. Co-ordination of the development of Teaching and Learning Support Material (LTSM). Co-ordination of capacity building programmes for Officials and practitioners on ECD curriculum. An ability to work independently and as a member of a team. Generation of operational, weekly, monthly, quarterly programmes and project reports.

ENQUIRIES : Ms Phumelele Tloubatla : Tel No. 011 355 0482

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: INCLUSION SPECIALIST REF**
NO: HO2018/11/42

DIRECTORATE : Early Childhood Development

SALARY : R 482 706.00 per annum (plus benefits)

CENTRE : Head Office

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. A sound understanding of curriculum and inclusion transformation issues including capacity building processes in education. A sound knowledge and understanding of the National Curriculum Framework for 0-4yrs; a sound knowledge, understanding and experience in the National Curriculum Statement (NCS) for General Education and Training (GET). In-depth knowledge, experience and understanding of Inclusion policy and practices; Sound communication, report writing, presentation, negotiation, conflict and project management skills. Knowledge of Matrix, Project, People and Financial management processes. Computer literacy in Ms-office: Word, Excel, Access, PowerPoint and Outlook. A valid driver's license

DUTIES : Co-ordination of the development and implementation of Inclusion framework and providing leadership and support throughout the province. Mediation of the National and Provincial policy in the field of Curriculum and Inclusion. Coordinate the promotion of quality and authentic inclusive practices as an integral part of teaching and learning. Monitoring, support and report on the teaching, learning; early identification and support of learning barriers; Assessment and recording and reporting on learner performance. Co-ordination of the development of Teaching and Learning Support Material (LTSM). An ability to work independently and as a member of a team. Generation of operational, weekly, monthly, quarterly programmes and project reports..

ENQUIRIES : Ms Phumelele Tloubatla : Tel No. 011 355 0482

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: LTSM REF NO: SW2018/11/81**
Sub- Directorate: Curriculum Management and Delivery

SALARY : R482 706.00 per annum (plus benefits)

CENTRE : Sedibeng West District

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 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 and Public Special Schools. 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 and other LTSM matters. Communicate with the relevant LTSM Directorate on matters relating to LTSM procurement in schools.

ENQUIRIES : Ms. Bertha Mlotshwa Tel No: 016 594 9207

POST : **CLUSTER LEADERS: (20 POSTS)**
Sub Directorate: Circuit Management and Support

SALARY : R482 706.00 per annum (plus benefits)

CENTRE : Johannesburg West District **REF NO: JW2018/11/44 (X 3 Posts)**,
Johannesburg Central District **REF NO:JC2018/11/45 (X 3 Posts)**,
Johannesburg North District **REF NO: JN2018/11/46 (X 3 Posts)**; Ekurhuleni
North District **REF NO: EN2018/11/47 X 3 Posts**, Tshwane South District **REF
NO:TS2018/11/48**, Tshwane West District **REF NO: TW2018/11/49 X 3
Posts**, Tshwane North District **REF NO: TN2018/11/50 X 2 Posts**, Ekurhuleni
South District **REF NO: ES2018/11/51**, Sedibeng East District **REF NO:
SE2018/11/85**

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, NCS, RNCS, CAPS and any other related legislative frameworks. 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. Ensure that schools meet their targets. 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** : Mr. Lizwe Jafta: Tel No. 061 483 3054 (**JW**); Mr. Linda Mabutho: Tel No. 011 983 2231 (**JC**); Ms. Nelisiwe Mashazi: Tel No. 011 694 9403 (**JN**); Ms Emily Mochela: Tel No. 011 746 8190 (**EN**); Ms. M Van Der Walt: Tel No. 012 401 6363 (**TS**); Ms Priscilla Ravele: Tel No. 012 725 1451(**TW**); Mr. Ephraim Magakoa: Tel No. 012 543 1044 (**TN**); Mr Xolani Kheswa: Tel No. 011 389 6062 (**ES**); Mr Peter Nkgage: Tel No 016 440 1856 (**SE**)
- POST** : **SENIOR EDUCATION SPECIALIST: MATHEMATICS (FET) REF NO: JN2018/11/52**
Sub Directorate: Curriculum Management & Delivery
Section/ Unit: FET
- SALARY CENTRE REQUIREMENTS** : R391 677.00 per annum (plus benefits)
: Johannesburg North District
: 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 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. Nelisiwe Mashazi : Tel No. 011 694 9403 (JN)

POST : **SENIOR EDUCATION SPECIALIST: ENGLISH HOME LANGUAGE & FOREIGN LANGUAGES (FET) REF NO: TS2018/11/53**
Sub-Directorate: Curriculum Management & delivery
Section/ Unit: FET

SALARY : R 391 677.00 per annum (plus benefits)
CENTRE : Tshwane South District

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 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.

ENQUIRIES : Ms. M Van Der Walt: Tel No. 012 401 6363 (TS)

POST : **SENIOR EDUCATION SPECIALIST: ENGLISH HOME LANGUAGE & FIRST ADDITIONAL LANGUAGE (FET)**
Sub-Directorate: Curriculum Management & delivery
Section/ Unit: FET

SALARY : R 391 677.00 per annum (plus benefits)
CENTRE : Tshwane North District REF NO: TN2018/11/54, Sedibeng West REF NO: SW2018/11/81

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 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.

ENQUIRIES : Mr. Ephraim Magakoa: Tel No. 012 543 1044 **(TN)**; Ms Bertha Mlotshwa: Tel No. 016 594 9207 **(SW)**

POST : **SENIOR EDUCATION SPECIALIST: ASSESSMENT (FET)**
Directorate: Curriculum Management and Delivery
Section/ Unit: FET

SALARY CENTRE : R 391 677.00 per annum (plus benefits)
: Gauteng North District REF NO: GN2018/11/56, Sedibeng West District REF NO: SW2018/11/80

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 as professional educator. 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. Good Computer Skills.

DUTIES : Co-ordinate, monitor and ensure implementation, maintenance and support of assessment policies and programmes. 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.

ENQUIRIES : Mr. Alfred Phaswana: Tel No. 012 846 3754 **(GN)**; Ms Bertha Mlotshwa: Tel No. 016 594 9207 **(SW)**

POST : **SENIOR EDUCATION SPECIALIST: SPORTS REF NO: JN2018/11/57**
Sub Directorate: Education Support
Section/ Unit: Extra-Curricular Programmes

SALARY CENTRE : R391 677.00 per annum (plus benefits)
: Johannesburg North District

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 : To promote social cohesion through sports by strengthening partnership programmes with NGOs and Government at district level. Promote, monitor and support mass participation in schools in Partnership with Gauteng sports, arts, culture and recreation department. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports programmes. Promote inclusion in sports. Compile weekly, monthly and quarterly reports based on sports. Perform school visits for the promotion and support of sporting codes in schools. Attend all sport meetings organized by the provincial office for the promotion of sports in schools.

ENQUIRIES : Ms. Nelisiwe Mashazi: Tel No. 011 694 9403 **(JN)**

POST : **SENIOR EDUCATION SPECIALIST: EXTRA-CURRICULA PROGRAMMES (3 Posts)**
Sub Directorate: Education Support
Section/ Unit: Extra-Curricular Programmes

SALARY CENTRE : R391 677.00 per annum (plus benefits)
: Ekurhuleni South District **REF NO: ES2018/11/58**, Ekurhuleni North District
REF NO: EN2018/11/59 X 2 Posts

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.

ENQUIRIES : Mr Xolani Kheswa: Tel No. 011 389 6062 **(ES)**; Ms Emily Mochela: Tel No. 011 746 8190 **(EN)**

POST : **SENIOR EDUCATION SPECIALIST: HISTORY (FET) REF NO: JS2018/11/60**
Sub Directorate: Curriculum Management & Delivery
Section/ Unit: FET

SALARY CENTRE : R391 677.00 per annum (plus benefits)
: Johannesburg South District

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 : Mr. Patrick Sesane : Tel No. 011 247 5944 (JS)

POST : **SENIOR EDUCATION SPECIALIST: ECD/ FOUNDATION PHASE (AFRICAN LANGUAGES) REF NO: JS2018/11/61**
Sub Directorate: Curriculum Management & Delivery
Section/ Unit: ECD & Foundation Phase

SALARY CENTRE REQUIREMENTS : R391 677.00 per annum (plus benefits)
: Johannesburg South District
: 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 : Mr. Patrick Sesane : Tel No. 011 247 5944 (JS)

POST : **SENIOR EDUCATION SPECIALIST: DISPUTE MANAGEMENT (3 Posts)**
Sub Directorate: Head of the District
Section/ Unit: Dispute Management

SALARY CENTRE REQUIREMENTS : R391 677.00 per annum (plus benefits)
: Johannesburg South District **REF NO: JS2018/11/62 X 2 Posts**; Ekurhuleni North District **REF NO: EN2018/11/63**
: 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. 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. Patrick Sesane: Tel No. 011 247 5944 (JS); Ms Emily Mochela: Tel No. 011 746 8190 (EN)

POST : **SENIOR EDUCATION SPECIALIST: AFRIKAANS (FET) REF NO: JC2018/11/64**
Sub Directorate: Curriculum Management & Delivery
Section/ Unit: FET

SALARY CENTRE : R391 677.00 per annum (plus benefits)
: Johannesburg Central District

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Linda Mabutho : Tel No. 011 983 2231 (JC)
<u>POST</u>	:	<u>SENIOR EDUCATION SPECIALIST: SESOTHO (SENIOR PHASE) REF NO: JC2018/11/65</u> Sub Directorate: Curriculum Management & Delivery Section/ Unit: Senior Phase
<u>SALARY CENTRE REQUIREMENTS</u>	:	R391 677.00 per annum (plus benefits) Johannesburg Central District
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Linda Mabutho : Tel No. 011 983 2231 (JC)
<u>POST</u>	:	<u>SENIOR EDUCATION SPECIALIST: CREATIVE ARTS (SENIOR PHASE) REF NO: JC2018/11/66</u> Sub Directorate: Curriculum Management & Delivery Section/ Unit: Senior Phase
<u>SALARY CENTRE REQUIREMENTS</u>	:	R391 677.00 per annum (plus benefits) Johannesburg Central District
<u>REQUIREMENTS</u>	:	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** : 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. Linda Mabutho : Tel No. 011 983 2231 (JC)
- POST** : **SENIOR EDUCATION SPECIALIST: ENGLISH AND AFRIKAANS INTERMEDIATE PHASE (2 Posts)**
Sub Directorate: Curriculum Management & Delivery
Section/ Unit: Intermediate Phase
- SALARY CENTRE** : R391 677.00 per annum (plus benefits)
Johannesburg Central District **REF NO: JC2018/11/67**, Gauteng North District **REF NO: GN2018/11/68**
- 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** : Mr. Linda Mabutho: Tel No. 011 983 2231 (**JC**); Mr. Alfred Phaswana: Tel No. 012 846 3754 (**GN**)
- POST** : **SENIOR EDUCATION SPECIALIST: SESOTHO (FET) REF NO: JC2018/11/69**
Sub Directorate: Curriculum Management & Delivery
Section/ Unit: FET
- SALARY CENTRE** : R391 677.00 per annum (plus benefits)
Johannesburg Central District
- 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 : 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

ENQUIRIES : Mr. Linda Mabutho : Tel No. 011 983 2231 (JC)

POST : **SENIOR EDUCATION SPECIALIST: AFRIKAANS (SENIOR PHASE) REF NO: JC2018/11/70**
Sub Directorate: Curriculum Management & Delivery
Section/ Unit: Senior Phase

SALARY : R391 677.00 per annum (plus benefits)
CENTRE : Johannesburg Central District
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 : 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. Linda Mabutho : Tel No. 011 983 2231 (JC)

POST : **SENIOR EDUCATION SPECIALIST: INCLUSION FACILITATOR REF NO: 2018/11/71**
Sub-Directorate: Education Support
Section:(E- Inclusion and Special Schools)

SALARY : R 391 677.00 per annum (plus benefits)
CENTRE : Tshwane North District
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. 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 Ephraim Magakoa: Tel No. 012 543 1044 (TN)

POST : **SENIOR EDUCATION SPECIALIST: NATURAL SCIENCES (SENIOR PHASE) REF NO: TW2018/11/72**
Sub-Directorate: Curriculum Management & Delivery
Section/ Unit: Senior Phase

SALARY : R 391 677.00 per annum (plus benefits)
CENTRE : Tshwane West District
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 Priscilla Ravele : Tel No. 012 725 1451

POST : **SENIOR EDUCATION SPECIALIST: POLICY AND PLANNING REF NO: TW2018/11/73**
Sub-Directorate: Information Systems and Strategic Planning

SALARY : R 391 677.00 per annum (plus benefits)
CENTRE : Tshwane West District
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-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 convergence between planning and operational data and systems. Prepare reports for the Director, legislative bodies and stakeholders on the quality of education in the district and the state of operations on a quarterly basis. Establishment and maintenance of constructive partnerships and stakeholder engagements.

ENQUIRIES : Ms Priscilla Ravele : Tel No. 012 725 1451

POST : **SENIOR EDUCATION SPECIALIST: SOCIAL SCIENCE (INTERMEDIATE PHASE)**
Sub-Directorate: Curriculum Management & Delivery
Section/ Unit: Intermediate Phase

SALARY CENTRE : R 391 677.00 per annum (plus benefits)
: Tshwane South District REF NO: TS2018/11/74; Sedibeng West District REF NO: SW2018/11/79

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 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 : Mrs. M Van Der Walt : Tel No. 012 401 6363; Ms Bertha Mlotshwa: Tel No. 016 594 9207 (SW)

POST : **SENIOR EDUCATION SPECIALIST: ECONOMIC MANAGEMENT SCIENCE (SENIOR PHASE) REF NO: TS2018/11/76**
Sub-Directorate: Curriculum Management and Delivery
Section/ Unit: Senior Phase

SALARY CENTRE : R 391 677.00 per annum (plus benefits)
: Tshwane South District

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 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 : Mrs. M Van Der Walt : Tel No. 012 401 6363

POST : **SENIOR EDUCATION SPECIALIST: ENGLISH AND AFRIKAANS (SENIOR PHASE) REF NO: TW2018/11/77**
 Directorate: Curriculum Management and Delivery
 Section/ Unit: Senior Phase

SALARY CENTRE REQUIREMENTS : R 391 677.00 per annum (plus benefits)
 : Tshwane West District
 : 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 programs, 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 : Ms Priscilla Ravele : Tel No. 012 725 1451

POST : **SENIOR EDUCATION SPECIALIST: LIBRARY SERVICES REF NO: ES2018/11/78**
 Sub Directorate: Learning Teaching and Support Material

SALARY CENTRE REQUIREMENTS : R391 677.00 per annum (plus benefits)
 : Ekurhuleni South District
 : 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 Proven management and leadership abilities. Hands-on experience and knowledge in teacher development. A sound knowledge of the relevant education legislation and policies (NCS, FET Act, ABET Act, Skills development Act, etc.) Knowledge of LTSM process. Proven experience in managing people, projects and finances. Ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Strong interest in education support systems. Analytical and report writing skills. Computer literate. Valid driver's license.

DUTIES : Visit schools to provide support and to monitor the implementation of the National Guidelines for school Library and Information Services. Providing training and development to school library coordinators. Guiding and monitoring schools on the utilisation of the school library on the utilisation of the school library budget allocation. Managing the Library/Multimedia Unit in the district. Liaising with other units in the district, Community Libraries, NGO's, etc. on library related matters.

ENQUIRIES : Mr. Xolani Kheswa : Tel No. 011 389 6062

POST : **SENIOR EDUCATION SPECIALIST: LIFE ORIENTATION (SENIOR PHASE) REF NO: SW2018/11/87**
 Directorate: Curriculum Management and Delivery
 Section/ Unit: Senior Phase

SALARY CENTRE REQUIREMENTS : R 391 677.00 per annum (plus benefits)
 : Sedibeng West District
 : 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 programs, 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

: Ms Bertha Mlotshwa : Tel No. 016 594 9207