

## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at <a href="mailto:Recruitment@dbe.gov.za">Recruitment@dbe.gov.za</a> . Please visit the Department of Education's website at <a href="http://www.education.gov.za">www.education.gov.za</a> or the Department of Public Service and Administration vacancy circulars at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms M Mahape/ Ms N Monyela/ Mr M Segowa
<b><u>CLOSING DATE</u></b>	:	11 July 2025
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

## MANAGEMENT ECHELON

<b><u>POST 22/01</u></b>	:	<b><u>DIRECTOR (REF NO: DBE/18/2024)</u></b> Re-Advertisement Branch: Teacher, Education Human Resources, and Institutional Development Chief Directorate: Education Human Resources Management (EHRM) Directorate: Educator Performance Management and Development, and Whole School Evaluation
<b><u>SALARY</u></b>	:	R1 216 824. per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; A relevant post-graduate qualification will serve as an advantage; 5 years' relevant experience at Middle/Senior Managerial level in the Education sector; Extensive experience in the field of institution and employee performance management; An in depth knowledge and understanding of the Quality Management System (QMS) and the Performance Management System for Office-Based Educators (PMDS); Understanding of Skills Development legislation; Understanding of Policy on Whole School Evaluation( WSE) as well other relevant education policies, legislations, regulations procedures; Extensive knowledge of education policies; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy, accurate, adaptable, diplomatic; Valid driver's license and be willing to travel extensively.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing strategic leadership, management and guidance to schools, Districts and Provincial Education Departments on all matters pertaining to QMS/PMDS, Whole School Evaluation and implementation of the Skills Development legislation; Setting up systems for effective management, monitoring and reporting on QMS, WSE and Skills Development; Work with the National Institute for Curriculum and Professional Development (NICPD) to ensure that needs identified through

QMS/PMDS and WSE are responded to; Liaising and co-operating with provincial education departments, other government departments, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs; Monitoring and evaluating policies and strategies to promote the work of the directorate; Supporting Provinces to ensure that skills development budgets are protected and used for professional development as appropriate; Supporting the use of the online Teacher Development Platform and other innovative practices to build the capacity of teachers; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Facilitating the sharing of best practice; Providing strategic leadership to staff and develop annual plans; Developing strategies to improve and support school and educator performance.

**ENQUIRIES**

: Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291

**APPLICATION**

: Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. 0001 or [Recruitment@dbe.gov.za](mailto:Recruitment@dbe.gov.za).

**NOTE**

: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Note: People with disabilities are encouraged to apply