

**Ekurhuleni South**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number** ES000767

**Post Description:** Cluster Leader X 2 Posts      **Salary Level** R572 346 per annum

**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 Sipho Zonele

**Telephone No:** 011 389 6062



**Gauteng East**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Education Support

**Section/ Unit:** Extra Curricular Progr

**Reference Number** GE000738

**Post Description:** SES: Extra Curricular Programme

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 National Identity Programmes, Patriotic programmes and Competitive programmes. Promote, monitor and support mass participation in extra-curricular in Partnership with Sister departments, NGO's and Stakeholders. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports and Extra-Curricular programmes. Promote inclusion through participatory social cohesion programmes for the enhancement of constitutional democracy. Compile weekly, monthly and quarterly reports based on school and District Activities. Perform school visits for the promotion and support of extra-curricular and sporting activities in schools. Attend all sport and extra-curricular meetings organized by the provincial office for the promotion of extra-curricular programmes in schools.

**Enquiries:** Mr Mpho Leotlela

**Telephone No:** 011 736 0717

**Sub-Directorate:** Curriculum Management and Deliv

**Section/ Unit:** Senior Phase

**Reference Number** GE000835

**Post Description:** SES: Assessment

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Mpho Leotlela

**Telephone No:** 011 736 0717



**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number** GE000839

**Post Description:** DCES: Intermediate Phase    **Salary Level** R572 346 per annum

**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:** 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 Mpho Leotlela

**Telephone No:** 011 736 0717

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**Gauteng North**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number** GN000736

**Post Description:** SES: Mathematics    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Matthodi Moloto    **Telephone No:** 012 846 3641

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**Sub-Directorate:** Head of the District    **Section/ Unit:** Labour Relations    **Reference Number** GN000829

**Post Description:** SES: Labour Relations    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Mathlodi Moloto    **Telephone No:** 012 846 3641

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET

**Reference Number** GN000830

**Post Description:** SES: Mathematics and Technical Mathematics

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 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. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes. Promote and ensure the use of provided E-Resources in teaching and assessment.

**Enquiries:** Ms Mathlodi Moloto

**Telephone No:** 012 846 3641

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**Gauteng West**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

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**Sub-Directorate:** Circuit Management and Support

**Section/ Unit:**

**Reference Number** GW000787

**Post Description:** Cluster Leader X2 POSTS

**Salary Level** R572 346 per annum

**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:** Ms Louisa Dhlamini

**Telephone No:** 011 660 4581

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**Sub-Directorate:** Head of the District

**Section/ Unit:** Labour Relations

**Reference Number** GW000800

**Post Description:** SES: Labour Relations

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Louisa Dhlamini

**Telephone No:** 011 660 4581

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number** GW000801

**Post Description:** SES: Natural Science    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Louisa Dhlamini    **Telephone No:** 011 660 4581

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number** GW000802

**Post Description:** SES: Mathematics    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 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. 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 Louisa Dhlamini    **Telephone No:** 011 660 4581

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Teacher Development **Reference Number** GW000803

**Post Description:** SES: Teachers Development **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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. Valid Driver's License

**Duties:** To develop and support educator in the subject and monitor and coordinate subject policies and assessment policies/implementation. Organize/ co-ordinate training and development for educators/office base staff. Ensuring, enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Management of Work Skills Plan and Annual Training Report. Develop and maintain training and development policies

**Enquiries:** Ms Louisa Dhlamini **Telephone No:** 011 660 4581

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number** GW000805

**Post Description:** SES: Life Orientation **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Louisa Dhlamini **Telephone No:** 011 660 4581

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**Sub-Directorate:** Education Support

**Section/ Unit:** Extra -Curricular Progr **Reference Number** GW000807

**Post Description:** SES: Sports X2 POSTS

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Louisa Dhlamini

**Telephone No:** (011) 660 4581

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**Head Office**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

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**Sub-Directorate:** Examination Management

**Section/ Unit:** Marking Administratio

**Reference Number** HO000708

**Post Description:** Deputy Chief Education Specialist

**Salary Level** R572 346 per annum

**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. An appropriate Honours or Master's degree would be an advantage. Proven management and leadership abilities. Must be SACE registered. An understanding of knowledge, experience and attributes with regards to education legislation, education policies and public finance. Advanced computer skills, with experience in the Microsoft Office suite, i.e. Excel, Word, Access and PowerPoint. Ability to identify, conceptualize and analyse education policy problems/gaps and to monitor policy implementation, compliance and evaluate the impact of educational policies and legislation. Co-ordination of organisational inputs into departmental reports and proven ability and experience in writing reports. Proven ability and experience in monitoring strategic plans with the intention of ensuring that the Department achieves its goals. Ability to provide guidance to senior management on monitoring, reporting and evaluating departmental plans. Good communication skills (written and verbal) and interpersonal skills. Effective and efficient leadership and management, and Project management, Strategic Management, Facilitation and Presentation Skills and Computer Skills. Programme management. Must have a drivers licence

**Duties:** Develop, mediate, monitor and evaluate the implementation of the marking plans for the National Senior Certificate, Senior Certificate and AET Level 4 Examinations. Develop and mediate Examination Instructions to the relevant stakeholders and examination officials at the district offices. Monitor appointment of markers. Coordinate the reporting systems during marking session. Monitor marking standardisation meetings. Ensure implementation of DBE examination instructions. Develop operational and procurement planning and financial management for the unit. Interface with other sub- directorates within and outside the Examination Management Directorate. Ensure standard operating procedures are developed, mediated, and implemented in the province regarding all marking processes including e-marking receipt, checking, scanning and filing of examination scripts. To prepare a management plan for the administration of E-Marking Scripts. Prepare logistical arrangements for scripts to be dispatched to the archival centers. Ensure that all security measures are adhered to at all stages of the dispatch processes. Manage staff performance. Logistical arrangements for all marking-related activities including Marking Standardisation Meetings and marking centres. Ensure that all processes related to marking activities are delivered on and ensure quality-assurance of all processes.

**Enquiries:** Mr Harry Cullings

**Telephone No:** (010) 601 8082

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**Sub-Directorate:** Monitoring and Evaluation

**Section/ Unit:** Organisation Performa

**Reference Number** HO000709

**Post Description:** Deputy Chief Education Specialist

**Salary Level** R572 346 per annum

**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 appropriate qualification in Monitoring and Evaluation will be an added advantage. An understanding of knowledge, experience, and attributes with regards to education and other relevant legislations, regulations, acts, and policies. Proven management and leadership abilities. Proven knowledge of research skills. Possesses good analytical, negotiation, and conflict management skills. Proven ability and experience in monitoring strategic plans with the intention of ensuring that the unit achieves its goals. Co-ordination of organisational inputs into departmental reports, proven ability, and experience in writing reports. Demonstrate the ability to collaborate with internal and external stakeholders. Knowledge of project and matrix management. The ability to work under pressure and meeting deadlines. An ability to work independently and in a team. Proficiency in the English language with sharp editing skills. Good written and verbal communication skills. Proficiency in computer literacy is essential (MS Word, Outlook, MS Teams, Excel, and PowerPoint). Valid driver's license is essential.

**Duties:** Initiate and facilitate the development and implementation of the service delivery improvement mechanisms in the department in compliance with relevant legislatives. Monitor the implementation of intervention/strategies to improve service delivery across the department. Benchmark service delivery improvement strategies against the national and international practices. Ensure relevant systems are in place to sustain and/ or improve the department's performance. Conceptualize, plan, and execute departmental client satisfaction surveys. Coordinate the collection, analysis, and interpretation of data. Generate and communicate reports to the relevant stakeholders. Ensure that departmental service delivery reports are published and accessible to the public. Collaborate work with other teams within and outside the Directorate.

NB: The incumbent will be required to undertake Computer competency test.

**Enquiries:** Ms Nomonde Zulu

**Telephone No:** (011)355 1727



**Sub-Directorate:** Quality Assurance

**Section/ Unit:** WSE (Primary School) **Reference Number** HO000710

**Post Description:** DCES: Life Skills

**Salary Level** R572 346 per annum

**Requirements:** A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and satisfactory knowledge of the FET curriculum in relation to the mentioned specific subject/s, a sound and deep understanding of CAPS and Assessment policies and practices. An understanding of External Whole-school Evaluation, Quality Management System (QMS), Systemic Evaluation and Service Delivery Oversight processes. An assessor / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience will be an added advantage, so will be the proficiency in the Afrikaans language. Report writing and PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meetings, On-line platforms and understanding of conducting various types of evaluations (virtual / hybrid or blended/ face-to-face). Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, and Analytical Programmes). A valid driver's license.

**Duties:** Liaise with district officials and School Management Teams. Work within a team and/or manage a team of supervisors. Conduct both district and school visits/meetings in preparation for evaluations. Collect and analyse reliable and valid data, including evaluation of the extent of the implementation of Quality Management System (QMS). Ability to conduct various types of evaluations using on-line platforms and tools in preparation and for on-site. Write, edit, and analyse reports. Analyse External Whole-school Evaluation reports to identify emerging trends within Districts, regions and schools. Conduct presentations at schools, districts, or CIF (curriculum information forum meetings) on findings and recommendations from evaluations conducted. Support in the administration of Systemic Evaluation instruments, administer, and monitor Regional and International Studies. Participate in Quality Assurance Directorate matrix management activities e.g., monitoring Grade 12 National Senior Certificate examinations, School Effectiveness visits, Focused Evaluations i.e. Under-performance of Secondary and Primary Schools, Top Performing Secondary Schools, Surveys, Thematic Evaluations, oversight tasks mandated by the HOD/MEC and other delegated activities in the directorate.

**Enquiries:** Ms Nokuthula Gumede

**Telephone No:** (011) 049 8000





**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Reorganisation of Sch **Reference Number** HO000711

**Post Description:** DCES: ROS **Salary Level** R572 346 per annum

**Requirements:** A recognised 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. Project management formal accreditation and experience will be an advantage. Knowledge of computer literacy and the ability to utilise MS Word, Excel and Power Point will be favourable, key national and provincial legislative mandates and policies governing the strategic objectives and priorities of the GDE and its Reorganisation of Schools (RoS) programmes and related gazetted mandates and strategies. A comprehensive and integrated understanding of relevant key policies; strategies and programmes viz. CAPS, Reorganisation of Schools, assessment and certification; teacher development; SIAS etc. is mandatory. An understanding of the transformation issues and capacity building and change management initiatives in the GDE is imperative. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines is essential traits. Good communication (verbal and written) skills. A valid driver's license is required.

**Duties:** To coordinate and monitor the implementation of Reorganisation of Schools programmes, across the Districts in the province, providing the required technical support to the Section 17 Governing Body schools, Schools of Specialisation and the Multiple Certification programme; develop the operational and implementation plans for supporting the programme activities of the Reorganisation of Schools (RoS) schools, track progress using appropriate project management tools; analyse data; and initiate improvements accordingly; coordinate monthly and quarterly PMT structures with relevant Reorganisation of Schools (RoS) stakeholders and plan appropriate events; plan skills training where needed for Reorganisation of Schools (RoS) support officials and educators (at all levels) and evaluate programme implementation and impact. Monitor sites and report accordingly. Update and manage the Reorganisation of Schools strategic register (knowledge management). Showcase best practice within and across districts. Report effectively but also consolidate composite reports received from districts.

**Enquiries:** Ms Caroline Raphael

**Telephone No:** 011 355 1512

**Sub-Directorate:** Strategic Policy Management **Section/ Unit:** **Reference Number** HO000712

**Post Description:** DCES: Strategic Policy Development and Implementation **Salary Level** R572 346 per annum

**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, Advanced knowledge of public policy analysis and public policy development processes. Ability to identify and conceptualize education policy problems and find solutions. Advanced knowledge of strategic development, monitoring and evaluation. Knowledge of the education policies and other legislation impacting on the education sector. Analytical, evaluation and report writing skills. Experience in management. Computer literacy (word, Excel, Access and PowerPoint). Good communication skills (written and verbal) and interpersonal skills. Valid driver's license.

**Duties:** To facilitate the development of legislation, policy and operational guidelines. Review the alignment between national and provincial education legislation and maintenance of education policy register. Develop guidelines for the implementation of new policies to ensure legislative compliance. Monitor policy implementation, compliance and evaluate the impact of educational policies/ legislation. Co-ordination of organisational inputs on draft legislations and other public queries. Draft educational legislation and policies. Analyse education policies, priorities and approaches and keep senior management abreast with current trends.

**Enquiries:** Ms Mahlodi Ragolane

**Telephone No:** 011 843 6858



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**Sub-Directorate:** DOM ( Ekurhuleni Region)                      **Section/ Unit:**                      **Reference Number** HO000742

**Post Description:** Deputy Chief Education Specialist                      **Salary Level** R572 346 per annum

**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:** Manages the implementation of education operation activities in districts offices from the Chief Directorate. Coordinate and monitor the intervention programmes and strategies of the department within the region. The implementation and monitoring of departmental policies. Manage stakeholders and other interested parties in the region, coordinate and support districts and institutions on physical resources. Manage Case Log of the Chief Directorate, communicate with the complainant and write submissions. Manage and collate the quarterly reports for the office. Co-ordinate the collection of data on Education Support and analyses the information to facilitate districts support. Manage projects in the Chief Directorate.

**Enquiries:** Mr Aaron Mabena                      **Telephone No:** 010 600 6193

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**Sub-Directorate:** GET Curriculum Coordination                      **Section/ Unit:** Foundation Phase                      **Reference Number** HO000743

**Post Description:** DCES: English & Afrikaans                      **Salary Level** R572 346 per annum

**Requirements:** A recognized three or four-year qualification, which includes a professional teacher education plus 8 years' experience in the educational field. Must be registered with SACE. 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 the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; 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 etc.; Strong communication skills both orally and in writing; 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 transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages. A Valid driver's license. A technical exercise may apply.

**Duties:** Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Language Subject (English and Afrikaans) grades 1 to 3 throughout the province; Coordination of the implementation of the school based and external assessment. Coordinate and manage the Provincial Language Strategy. Mediation of National and Provincial Education policies to Districts and schools. Capacity building programmes for district Subject Advisors (SES) and teachers. Development and implementation of appropriate strategic intervention programmes. Development of learning and teaching support materials; Ability to work independently as a member of the team. Operational planning and monitor all allocated funds and programmes. engage with education and external stakeholders. Travelling to support districts and schools. Attendance at National and provincial forums and workshops during the week and weekends. Compiling of programme and project reports; reporting to CES for Foundation Phase.

**Enquiries:** Ms Busisiwe Nkosi                      **Telephone No:** 083 382 2442

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**Sub-Directorate:** GET Curriculum Coordination      **Section/ Unit:** Intermediate Phase      **Reference Number** HO000744

**Post Description:** DCES : English & Afrikaans      **Salary Level** R572 346 per annum

**Requirements:** A recognized three or four-year qualification, which includes a professional teacher education plus 8 years' experience in the educational field. Must be registered with SACE. 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 the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; 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 etc.; Strong communication skills both orally and in writing; 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 transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages. A Valid driver's license. A technical exercise may apply.

**Duties:** Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Language Subject (English and Afrikaans) grades 4 to 6 throughout the province; Coordination of the implementation of the school based and external assessment. Coordinate and manage the Provincial Language Strategy. Mediation of National and Provincial Education policies to Districts and schools. Capacity building programmes for district Subject Advisors (SES) and teachers. Development and implementation of appropriate strategic intervention programmes. Development of learning and teaching support materials; Ability to work independently as a member of the team. Operational planning and monitor all allocated funds and programmes. engage with education and external stakeholders. Travelling to support districts and schools. Attendance at National and provincial forums and workshops during the week and weekends. Compiling of programme and project reports; reporting to CES for Intermediate Phase.

**Enquiries:** Ms Zerline Vywers

**Telephone No:** 071 474 8405



**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Senior Phase

**Reference Number** HO000746

**Post Description:** DCES: African Languages

**Salary Level** R572 346 per annum

**Requirements:** A recognized three or four-year qualification, which includes a professional teacher education plus 8 years' experience in the educational field. Must be registered with SACE. 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 the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; 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 etc.; Strong communication skills both orally and in writing; 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 transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages. A Valid driver's license. A technical exercise may apply.

**Duties:** Coordination of the implementation of curriculum and assessment frameworks and providing leadership in African Languages Subject grades 4 to 9 throughout the province; Coordination of the implementation of the school based and external assessment. Coordinate and manage the Provincial Language Strategy. Mediation of National and Provincial Education policies to Districts and schools. Capacity building programmes for district Subject Advisors (SES) and teachers. Development and implementation of appropriate strategic intervention programmes. Development of learning and teaching support materials; Ability to work independently as a member of the team. Operational planning and monitor all allocated funds and programmes. engage with education and external stakeholders. Travelling to support districts and schools. Attendance at National and provincial forums and workshops during the week and weekends. Compiling of programme and project reports; reporting to CES for Senior Phase.

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388





**Sub-Directorate:** Learner Psycho Social Support

**Section/ Unit:**

**Reference Number** HO000747

**Post Description:** DCES: Life Skills , HIV/Aids

**Salary Level** R572 346 per annum

**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 knowledge of major relevant education legislation and policies. A sound understanding of curriculum in different phases and transformation issues in education. Proven evidence of managing people, finances and projects. Psycho-social skills and the ability to counsel learners and educators at risk is one of the requirements. Extensive knowledge of and experience in Life Skills, in particular, HIV and AIDS, STIs, TB, School Health Programmes and child protection legislations and how they support the country's National Strategic Plan. Knowledge on Public Finance Management Act, Division of Revenue Act and other finance related Acts, and also knowledge on legislation governing schools is critical in this area. Ability to work under pressure and willingness to work extra hours. Proven performance in matrix and project management. Report writing, computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook), and a valid driver's license.

**Duties:** Coordination of the implementation of Life Skills, HIV and AIDS programme in line with the HIV/AIDS, STIs and TB Policy, Integrated School Health and related policies dealing with child protection. Manage and support HIV and AIDS programmes in line with national and provincial priorities. Research and develop intervention programmes in HIV and AIDS to address specific issues affecting specific geographic areas. Coordinate programmes that play a role in supporting the curriculum to address cultural, religious and socio-economic factors that may have a certain impact on the behaviour of both learners and educators. Coordinate systemic programmes that will promote safe and healthy living to prevent/reduce the HIV and AIDS pandemic under the scope of comprehensive sexuality education (CSE) within the general framework of Care and Support for Teaching and Learning. Address barriers to learning and development because of HIV/AIDS related challenges. Coordinate Life Skills programmes in general and apply basic counseling skills to assist and deal with challenges of substance abuse, child abuse, early sexual debut and related drivers of HIV/AIDS that may impede learners from attaining their educational goals. Develop intervention strategies and programmes to support the needs of learners and educators infected and affected by HIV and AIDS and related diseases. Support the rights of both educators and learners infected and affected by the HIV/AIDS virus in line with the prescripts of the Constitution and related legislations. Build networks and partnerships with stakeholders working in this field. Knowledge and facilitation of the evolving and current issues affecting communities around schools

**Enquiries:** Mr Nkosana Mnisi

**Telephone No:** 083 870 9450



**Sub-Directorate:** Assessment Management

**Section/ Unit:** ASDU-FET

**Reference Number** HO000751

**Post Description:** Senior Education Specialist

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. An appropriate Honours Degree will be added advantage. Must be registered with SACE. Hands on experience and knowledge in teacher development, curriculum and assessment policies and practices. A sound knowledge of NQF, CAPS, N4PR, NPA & NCS and other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Coordination of organisational inputs into developmental reports and Project management skills. Good written and verbal communication skills. Must be an accredited Assessor. 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 and related assessment activities and projects. 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 formative assessment and assessment for learning. Promote SIAS. Ensure the implementation of guidelines on benchmarking and fast tracking processes to promote progression. Monitor learner performance and identify interventions and resource needs. Promote participation in the International benchmarking and standardisation of assessment outcomes. Develop, review, maintain and implement assessment and curriculum policies; assess impact. Develop ICT policy, exemplar school assessment policy and assessment plan. Promote E-Learner profile and strengthen assessment structures. Strengthen teacher knowledge on promotion and progression requirements and manage assessment records.

**Enquiries:** Ms Bongiwe Mangciphu

**Telephone No:** 010 601 8030

**Sub-Directorate:** GET Curriculum coordination

**Section/ Unit:** Intermediate Phase

**Reference Number** HO000754

**Post Description:** DCES: Natural Science and Technology

**Salary Level** R572 346 per annum

**Requirements:** A recognized three or four-year qualification, which includes a professional teacher education plus 8 years' experience in the educational field. Must be registered with SACE. 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 the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; 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 etc.; Strong communication skills both orally and in writing; 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 transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages. A Valid driver's license

**Duties:** Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Language Subject (English and Afrikaans) grades 4 to 6 throughout the province; Coordination of the implementation of the school based and external assessment. Coordinate and manage the Provincial Language Strategy. Mediation of National and Provincial Education policies to Districts and schools. Capacity building programmes for district Subject Advisors (SES) and teachers. Development and implementation of appropriate strategic intervention programmes. Development of learning and teaching support materials; Ability to work independently as a member of the team. Operational planning and monitor all allocated funds and programmes. engage with education and external stakeholders. Travelling to support districts and schools. Attendance at National and provincial forums and workshops during the week and weekends. Compiling of programme and project reports; reporting to CES for Intermediate Phase.

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388



**Sub-Directorate:** Examination Management      **Section/ Unit:** Quality Control      **Reference Number** HO000755

**Post Description:** DCES: Quality Control      **Salary Level** R572 346 per annum

**Requirements:** A recognised three or four-year qualification with English or Afrikaans/an African language as a major. Professional education qualification and a minimum of 8 years' experience in the educational field with credible relevant management experience. Must be registered with SACE. Proven experience in examination management processes coupled with leadership skills. Good knowledge of relevant acts and policies. Sound communication, negotiation, report-writing and strategic management skills. The ability to work independently as well as in a team. The ability to coordinate matrix management processes. Proficiency in computer literacy is essential (MS Word, Outlook, Excel and PowerPoint). Must have a keen eye for detail. A valid South African driver's licence.

**Duties:** Coordinate and implement education support activities at Head Office: Instrument Development Unit; ensure effective and efficient inception and development of examination material; coordinate and monitor the Section: QA to ensure that all deliverables are met within stringent timeframes; lend support to the head of the unit and assist with concomitant end-to-end processes (printing, packing and distribution of examination material); manage the successful implementation of the resource banking platform and other technological initiatives of the Directorate; edit all material to be deposited into the resource banking platform; manage and coordinate the collection of data and information to facilitate support to districts; ensure correct formatting of examination material with a focus on correct language usage, spelling, grammar, tone, and appropriate linguistic levels; translate, correlate and refine the English and Afrikaans versions of all material; ensure repeated scrutiny to produce error-free material to be submitted to printing; submit and collect examination material to and from the DBE and service providers; proofread DBE examination material and report on any errors/anomalies; editing and writing documents per request from sister units in the broader Chief Directorate; facilitate the development of subject guidelines for all provincial examination material; perform any other activities as determined by the head of the unit; quality assure documents for the Chief Directorate; undertake extensive quality assurance of edited material; quality assure circulars, guidelines and reports within the Chief Directorate.  
NB: The incumbent will be required to undertake a language and editing skills test.

**Enquiries:** Mr Ismail Wadee      **Telephone No:** 010 345 0931

**Sub-Directorate:** Examination Management      **Section/ Unit:** Instrument developme      **Reference Number** HO000756

**Post Description:** SES: Editing Language (2 Posts)      **Salary Level** R465 843 per annum

**Requirements:** A recognised three or four-year qualification with English or Afrikaans/an African language as a major. Professional education qualification with a minimum of 5 years' experience in the educational field. Must be registered with SACE. Proven experience in examination management processes coupled with strong editing and proofreading skills. The ability to work independently as well as in a team. Good written and verbal communication skills. A valid South African driver's licence.

**Duties:** Ensure correct formatting of examination material with a focus on correct language usage, spelling, grammar, tone, and the use of the appropriate linguistic levels; translate, correlate and refine the English and Afrikaans versions of all material; repeated scrutiny to produce error-free material to be submitted to printing; submit and collect examination material to and from the DBE and service providers; proofread DBE material and report on any errors/anomalies; edit and write documents per request from sister units in the broader Chief Directorate; edit all items to be deposited into the resource banking platform; facilitate the development of subject guidelines for all provincial examination material; perform any other activities as determined by the head of the unit; edit, proofread and correlate all Provincial GDE Examination material; edit reports and documents for the Chief Directorate; Undertake extensive proofreading until material is declared error-free; ensure that the level of language usage and questioning techniques are appropriate and to the level and age of learners being assessed; proofread DBE and AET material and report errors/anomalies; edit circulars, guidelines and reports within the Chief Directorate.  
NB: The incumbent will be required to undertake a language and editing skills test.

**Enquiries:** Mr Ismail Wadee      **Telephone No:** 010 345 0931



**Sub-Directorate:** Examination Management

**Section/ Unit:** Instrument developme

**Reference Number** HO000757

**Post Description:** SES: Quality Control

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification with majors in English and Afrikaans / African language, which includes professional teacher education plus 5 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Have at least 6 years' experience in the editing of examination, assessment and curriculum material related to education. At least 2 years of this experience should be in the last 3 years. Recent teaching experience is a strong recommendation. Knowledge and experience of working in the examination and assessment environment plus experience in larger-scale examination will serve as added advantage. Must be prepared to work over weekends and public holidays. Must provide a reference by his/her supervisor, motivation why he/she should be considered for the post of editor. Must have good computer skills, including MS Office (Word and Excel). Knowledge of specialised fields of study (e.g. the arts/science/technologies) is recommended.

**Duties:** Ensure correct formatting of examination material with a focus on correct language usage, spelling, grammar, tone, and the use of the appropriate linguistic levels; translate, correlate and refine the English and Afrikaans versions of all material; repeated scrutiny to produce error-free material to be submitted to printing; submit and collect examination material to and from the DBE and service providers; proofread DBE material and report on any errors/anomalies; edit and write documents per request from sister units in the broader Chief Directorate; edit all items to be deposited into the resource banking platform; facilitate the development of subject guidelines for all provincial examination material; perform any other activities as determined by the head of the unit; edit, proofread and correlate all Provincial GDE Examination material; edit reports and documents for the Chief Directorate; Undertake extensive proofreading until material is declared error-free; ensure that the level of language usage and questioning techniques are appropriate and to the level and age of learners being assessed; proofread DBE and AET material and report errors/anomalies; edit circulars, guidelines and reports within the Chief Directorate. NB: The incumbent will be required to undertake a language and editing skills test.

**Enquiries:** Mr Ismail Wadee

**Telephone No:** 010 345 0931





**Sub-Directorate:** Library Services and LTSM

**Section/ Unit:** Library Services

**Reference Number** HO000758

**Post Description:** DCES: School and Mobile Library Service

**Salary Level** R572 346 per annum

**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. Three (3) years Library and Information Science qualifications with 5 years relevant experience in a library environment will be an added advantage. Above-average applied knowledge of school library management. Sound operational planning and management skills. Advanced computer skills in MS Office software: (Access, Excel, Outlook and presentation) and library management software. Excellent communication (verbal and written) and the ability to proof-read and edit documents. Good and functional knowledge of Government prescripts and Educational Framework and policies. Understanding of the curriculum as well as excellent data and information management skills. Ability to manage electronic systems. Ability to work well independently and under pressure as well as adhere to deadlines. Strong Leadership, Negotiation and Facilitation skills. Good interpersonal relations and the ability to handle pressure. A valid driver's license is required. LIASA membership.

**Duties:** Assist schools in setting-up and revitalizing school libraries. Initiate projects to establish new school libraries and support existing functional school libraries. Support and monitor mobile library services rendered at schools. Coordinate school library exhibitions in districts, invite publishers and monitor exhibitions Participate in information sharing sessions to enhance school library development. Provide training to district library staff and school Library Committees. Coordinate and support the development School Library catalogues. Visit schools and monitor progress on implementation Facilitate the development and update of school library database and compile statistics. Coordinate and support District Library and Information Services officials. Support and coordinate Reading Promotion programmes such as Reading Clubs and Digital Library. Participate in Library and Literacy celebrations/events. Adjudicate and support district school library showcases/events. Assist CES with monthly Information Reporting. Prepare Library Services presentations for meetings. Provide information for the monthly Key Deliverables, Quarterly-, NSLA and DBE reports. Network and cooperate with partners in the setting up and donation of school libraries such as NGO's/NPO's and other Departmental Directorates. Support partnerships with community libraries and NGO's/ NPO's.,

**Enquiries:** Ms Nonhlanhla Nyovane

**Telephone No:** 060 980 5677



**Sub-Directorate:** Library Services and LTSM

**Section/ Unit:** Library Services

**Reference Number** HO000759

**Post Description:** DCES: Lending Services

**Salary Level** R572 346 per annum

**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. Three (3) years Library and Information Science qualifications with 5 years relevant experience in a library environment will be an added advantage. Above -average applied knowledge of school library management. Sound operational planning and management skills. Advanced computer skills in MS Office software: (e.g. Access, Excel, Outlook and PowerPoint) and library management system. Excellent communication (verbal and written) and the ability to proof-read and edit documents. Good and functional knowledge of Government prescripts and Educational Framework and policies. Understanding of the curriculum as well as excellent data and information management skills. Ability to manage electronic systems. Ability to work well independently and under pressure as well as adhere to deadlines. Strong Leadership, Negotiation and Facilitation skills. Good interpersonal relations and the ability to handle pressure. A valid driver's license is required. LIASA membership.

**Duties:** Coordinate and supervise the Lending Services section. Support and monitor School Library Development in Districts and schools through setting-up and revitalizing school libraries. Support initiatives to establish new school libraries and existing functional school libraries. Support and monitor mobile library services rendered at schools. Coordinate and support school library exhibitions in districts. Participate in information sharing sessions to enhance school library development. Provide training to district library staff and school Library Committees. Support the development School Library catalogues. Visit schools and monitor progress on implementation Facilitate the development and update of school library database and compile statistics. Coordinate and support District Library and Information Services officials. Reading promotion: Support and coordinate Reading Promotion programmes such as Reading Clubs and Digital Library. Participate in Library and Literacy celebrations/events. Adjudicate and support district school library showcases/events. Administration and Management: Assist CES with monthly Information Reporting: Prepare Library Services presentations for meetings. Provide information for the monthly Key Deliverables, Quarterly-, NSLA and DBE reports. Partnership: Network and cooperate with partners in the setting up and donation of school libraries such as NGO's/NPO's and other Departmental Directorates. Support partnerships with community libraries and NGO's/ NPO's.

**Enquiries:** Ms Nonhlanhla Nyovane

**Telephone No:** 060 980 5677



**Sub-Directorate:** Quality Assurance

**Section/ Unit:** WSE (Primary School) **Reference Number** HO000763

**Post Description:** DCES: Sesotho HL

**Salary Level** R572 346 per annum

**Requirements:** A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and satisfactory knowledge of the FET curriculum in relation to the mentioned specific subject/s, a sound and deep understanding of CAPS and Assessment policies and practices. An understanding of External Whole-school Evaluation, Quality Management System (QMS), Systemic Evaluation and Service Delivery Oversight processes. An assessor / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience will be an added advantage, so will be the proficiency in the Afrikaans language. Report writing and PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meetings, On-line platforms and understanding of conducting various types of evaluations (virtual / hybrid or blended/ face-to-face). Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, and Analytical Programmes). A valid driver's license.

**Duties:** Liaise with district officials and School Management Teams. Work within a team and/or manage a team of supervisors. Conduct both district and school visits/meetings in preparation for evaluations. Collect and analyse reliable and valid data, including evaluation of the extent of the implementation of Quality Management System (QMS). Ability to conduct various types of evaluations using on-line platforms and tools in preparation and for on-site. Write, edit, and analyse reports. Analyse External Whole-school Evaluation reports to identify emerging trends within Districts, regions and schools. Conduct presentations at schools, districts, or CIF (curriculum information forum meetings) on findings and recommendations from evaluations conducted. Support in the administration of Systemic Evaluation instruments, administer, and monitor Regional and International Studies. Participate in Quality Assurance Directorate matrix management activities e.g., monitoring Grade 12 National Senior Certificate examinations, School Effectiveness visits, Focused Evaluations i.e. Under-performance of Secondary and Primary Schools, Top Performing Secondary Schools, Surveys, Thematic Evaluations, oversight tasks mandated by the HOD/MEC and other delegated activities in the directorate.

**Enquiries:** Ms Nokuthula Gumede

**Telephone No:** 011 049 8000



**Sub-Directorate:** Quality Assurance

**Section/ Unit:** WSE (Primary School) **Reference Number** HO000764

**Post Description:** DCES: English HL

**Salary Level** R572 346 per annum

**Requirements:** A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and satisfactory knowledge of the FET curriculum in relation to the mentioned specific subject/s, a sound and deep understanding of CAPS and Assessment policies and practices. An understanding of External Whole-school Evaluation, Quality Management System (QMS), Systemic Evaluation and Service Delivery Oversight processes. An assessor / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience will be an added advantage, so will be the proficiency in the Afrikaans language. Report writing and PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meetings, On-line platforms and understanding of conducting various types of evaluations (virtual / hybrid or blended/ face-to-face). Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, and Analytical Programmes). A valid driver's license.

**Duties:** Liaise with district officials and School Management Teams. Work within a team and/or manage a team of supervisors. Conduct both district and school visits/meetings in preparation for evaluations. Collect and analyse reliable and valid data, including evaluation of the extent of the implementation of Quality Management System (QMS). Ability to conduct various types of evaluations using on-line platforms and tools in preparation and for on-site. Write, edit, and analyse reports. Analyse External Whole-school Evaluation reports to identify emerging trends within Districts, regions and schools. Conduct presentations at schools, districts, or CIF (curriculum information forum meetings) on findings and recommendations from evaluations conducted. Support in the administration of Systemic Evaluation instruments, administer, and monitor Regional and International Studies. Participate in Quality Assurance Directorate matrix management activities e.g., monitoring Grade 12 National Senior Certificate examinations, School Effectiveness visits, Focused Evaluations i.e. Under-performance of Secondary and Primary Schools, Top Performing Secondary Schools, Surveys, Thematic Evaluations, oversight tasks mandated by the HOD/MEC and other delegated activities in the directorate.

**Enquiries:** Ms Nokuthula Gumede

**Telephone No:** 011 049 8000





**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Senior Phase

**Reference Number** HO000765

**Post Description:** DCES: English & Afrikaans

**Salary Level** R572 346 per annum

**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 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 the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g. Assessment, Language in Education, Education White paper 6, e-Learning etc.; 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 etc.; Strong communication skills both orally and in writing; 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 transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages. A Valid driver's license

**Duties:** Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Language Subject (English and Afrikaans) grades 7 to 9 throughout the province; Coordination of the implementation of the school based and external assessment. Coordinate and manage the Provincial Language Strategy. Mediation of National and Provincial Education policies to Districts and schools. Capacity building programmes for district Subject Advisors (SES) and teachers. Development and implementation of appropriate strategic intervention programmes. Development of learning and teaching support materials; Ability to work independently as a member of the team. Operational planning and monitor all allocated funds and programmes. engage with education and external stakeholders. Travelling to support districts and schools. Attendance at National and provincial forums and workshops during the week and weekends. Compiling of programme and project reports; reporting to CES for Senior Phase.

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388



**Sub-Directorate:** FET Curriculum Coordination

**Section/ Unit:** Grade 10-12

**Reference Number** HO000766

**Post Description:** DCES: Economics

**Salary Level** R572 346 per annum

**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 assessor/moderator qualification will be an added advantage. A sound knowledge of Education Acts, Policies and Legislations. Extensive knowledge of the FET Economics curriculum, sound and deep understanding of CAPS and Assessment policies and practices. Good organisational planning, proven management and analytical skills. Comprehensive understanding of the education system particularly teacher development, curriculum development, and the latest prescripts of policies, and legislation. An understanding of transformation issues and capacity building processes in education to expand participation and performance in Economics as a subject. Ability to co-ordinate projects and Skills programmes involving a variety of role players within the Economics environment. The ability to work within a team and independently as well as work well under pressure to meet deadlines. Good communication (verbal and written) skills. Excellent report-writing skills are essential. Willingness to work long hours and travel frequently and communicate at ease at all levels. Cross-field knowledge and experience in curriculum management and implementation, research, teaching, and material development. Knowledge and experience with MS Teams Meetings and Online platforms. Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, and Analytical Programmes). Valid driver's license.

**Duties:** Provide effective leadership in Economics and implement curriculum policies in the FET phase. Coordinate all curriculum, assessment and support initiatives relevant to the subject. Develop appropriate short, medium, and long-term strategies and initiatives to support Senior Subject Specialists (SESS) and teachers. Structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non-governmental sectors. Ensure the establishment of appropriate systems, structures, mechanisms, processes, and procedures to facilitate the development, support, and maintenance of the Economics curriculum. Analyse data to inform planning, reviewing, reporting, and disseminating information to district SESS.

**Enquiries:** Ms Suzan Wiese

**Telephone No:** 066 487 2649

**Sub-Directorate:** Organisation Development

**Section/ Unit:** HRIPP

**Reference Number** HO000769

**Post Description:** DCES: Human Resource Information and Post Provisioning

**Salary Level** R572 346 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field. Must be registered with SACE. Good knowledge of teaching as provided for in the professional qualification. Knowledge of Constitution as well as other relevant Acts and policies. Sound Knowledge and understanding of curriculum transformation issues and capacity building processes in education. Good understanding of Matrix Management. Knowledge of ICT in Education. A valid South African driver's license is essential. COMPETENCIES: Comprehensive understanding of the Curriculum Development, Research and analysis, Policy development, Leadership, Strategic Management and transformation, Financial Planning and Management, Presentation. Computer Literacy. (Advanced Ms Access, Excel and PowerPoint), Communication and Organising skills.

**Duties:** Coordinate the implementation of post provisioning planning and basket of posts. Generate Post Establishment letters to schools in line with Post Provisioning Norms. Develop Grading Letters to qualifying schools in line with Personnel Administrative Measures. Coordinate the development and maintenance of personal information system and post establishment control. Analyse and maintain the integrity of the Human Resource Information & Post Provisioning. Serve on recruitment, promotion, advisory and other committees as required. Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management such as Mechanisms for quality assurance, effective utilisation of human resource and monitoring & oversight. Built relation with stakeholders, conduct awareness, and provide report on human resource information. Coordinate the development of the use of information (statistics/surveys) and communications technology as a means of gathering and disseminating information about learners. Facilitate the development norms and standard for school-based posts. Ensure accurate process manuals are designed and updated for all HRI&PP processes. Provide guidance and support in line with approved Strategic and Annual Performance Plans (APP). Develop policies and strategies aimed at improving service delivery. Provide guidance on policy formulation and analysis.

**Enquiries:** Ms Mpho Diseko

**Telephone No:** 011 843 6514



**Sub-Directorate:** Library Services and LTSM

**Section/ Unit:** Library Services

**Reference Number** HO000770

**Post Description:** SES: School and Mobile Library

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. Must be registered with SACE. Three (3) years Library and Information Science qualifications with 3 years relevant experience in a library environment will be an added advantage. Knowledge of school library management. Sound operational planning skills. Computer skills in MS Office software: (Access, Excel, Outlook and presentation) and library management software. Excellent communication (verbal and written) and the ability to proof-read and edit documents. Good and functional knowledge of Government prescripts and Educational Framework and policies. Understanding of the curriculum as well as excellent data and information management skills. Ability to manage electronic systems. Ability to work well independently and under pressure as well as adhere to deadlines. Strong Leadership, Negotiation and Facilitation skills. Good interpersonal relations and the ability to handle pressure. A valid driver's license is required. LIASA membership.

**Duties:** Assist schools in setting-up and revitalizing school libraries. Initiate projects to establish new school libraries and support existing functional school libraries. Support and monitor mobile library services rendered at schools. Support school library exhibitions in districts, invite publishers and monitor exhibitions Participate in information sharing sessions to enhance school library development. Provide training to district library staff and school Library Committees. Support the development School Library catalogues. Visit schools and monitor progress on implementation Facilitate the development and update of school library database and compile statistics. Support District Library and Information Services officials. Reading promotion: Support Reading Promotion programmes such as Reading Clubs and Digital Library. Participate in Library and Literacy celebrations/events. Adjudicate and support district school library showcases/events. Administration and Management: Assist DCES with weekly/monthly Information Reporting: Prepare Library Services presentations for meetings. Provide information for the monthly Key Deliverables, Quarterly-, NSLA and DBE reports. Partnership: Network and cooperate with partners in the setting up and donation of school libraries such as NGO's/NPO's and other Departmental Directorates. Support partnerships with community libraries and NGO's/ NPO's.,

**Enquiries:** Dr Mandla Masango

**Telephone No:** 064 929 8708



**Sub-Directorate:** Library Services and LTSM      **Section/ Unit:** Library Services      **Reference Number** HO000771

**Post Description:** SES: Lending Services      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. Must be registered with SACE. Three (3) years Library and Information Science qualifications with 3 years relevant experience in a library environment will be an added advantage. Knowledge of school library management. Sound operational planning skills. Computer skills in MS Office software: (e.g. Access, Excel, Outlook and PowerPoint) and library management system. Excellent communication (verbal and written) and the ability to proof-read and edit documents. Good and functional knowledge of Government prescripts and Educational Framework and policies. Understanding of the curriculum as well as excellent data and information management skills. Ability to manage electronic systems. Ability to work well independently and under pressure as well as adhere to deadlines. Strong Leadership, Negotiation and Facilitation skills. Good interpersonal relations and the ability to handle pressure. A valid driver's license is required. LIASA membership.

**Duties:** Support School Library Development in Districts and schools through setting-up and revitalizing school libraries. Support initiatives to establish new school libraries and existing functional school libraries. Support and monitor mobile library services rendered at schools. Support school library exhibitions in districts. Participate in information sharing sessions to enhance school library development. Provide training to district library staff and school Library Committees. Support the development School Library catalogues. Visit schools and monitor progress on implementation Facilitate the development and update of school library database and compile statistics. Support District Library and Information Services officials. Reading promotion: Support Reading Promotion programmes such as Reading Clubs and Digital Library. Participate in Library and Literacy celebrations/events. Adjudicate and support district school library showcases/events. Administration and Management: Assist with weekly/monthly Information Reporting: Prepare Library Services presentations for meetings. Provide information for the monthly Key Deliverables, Quarterly, NSLA and DBE reports. Partnership: Network and cooperate with partners in the setting up and donation of school libraries such as NGO's/NPO's and other Departmental Directorates. Support partnerships with community libraries and NGO's/ NPO's.,

**Enquiries:** Dr Mandla Masango      **Telephone No:** 064 929 8708

**Sub-Directorate:** FET Curriculum Coordination      **Section/ Unit:** Grade 10-12      **Reference Number** HO000785

**Post Description:** DCES: Physical Sciences      **Salary Level** R572 346 per annum

**Requirements:** A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Good organisational planning, proven management and analytical skills, Conversant with the National Curriculum Policy related to Physical Sciences. Comprehensive understanding of the education system particularly CAPS, Assessment, teacher development, curriculum development, and the latest prescripts of policies, and legislation. An understanding of transformation issues and capacity building processes in education to expand participation and performance in Physical Sciences subject. Ability to co-ordinate projects and Skills programmes involving a variety of role players within the Physical Sciences environment. The ability to work within a team and independently as well as work well under pressure to meet deadlines. Good communication (verbal and written) skills and advanced computer literacy in MS Word, Excel, PowerPoint is essential. Excellent report writing skills is essential. Willingness to work long hours and travel frequently and communicate at ease at all levels. Cross-field knowledge and experience in curriculum management and implementation, research, teaching, and material development. Knowledge and experience with MS Teams Meetings and Online platforms. Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, and Analytical Programmes) A valid South African driver's license is essential.

**Duties:** Co-ordinate all curriculum, assessment, and skills development support initiatives relevant to Physical Sciences subject. Develop appropriate short, medium, and long-term strategies and initiatives to support Senior Subject Specialists (SEs) and teachers within the relevant FET Phase. Structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non -governmental sectors. Ensure the establishment of appropriate systems, structures, mechanisms, processes, and procedure to facilitate the development, support, and maintenance of curriculum in the field of expertise. Analyse data to inform purpose of planning, reviewing, reporting, and disseminating information to district SES's.

**Enquiries:** Mr Temba Nkabinde      **Telephone No:** 071 196 0804





**Sub-Directorate:** GET Curriculum coordination

**Section/ Unit:** Foundation Phase

**Reference Number** HO000790

**Post Description:** DCES: Life Skills

**Salary Level** R572 346 per annum

**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 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 the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies and initiatives e.g.: Assessment, Language across the Curriculum (LAC), Education White paper 6, e-Learning etc.; 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 etc.; Strong communication skills both orally and in writing; 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 transformation, teaching, learning and assessment methodologies particularly in Life Skills. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Life Skills. A Valid driver's license.

**Duties:** Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Life Skills Subject grades 1 to 3 throughout the province; Coordination of the implementation of the school based and external assessment. Coordinate and manage the Provincial Strategy. Mediation of National and Provincial Education policies to Districts and schools. Capacity building programmes for district Subject Advisors (SES) and teachers. Development and implementation of appropriate strategic intervention programmes. Development of learning and teaching support materials; Ability to work independently and as a member of the team. Operational planning and monitor all allocated funds and programmes. Engage with education and external stakeholders. Travelling to support districts and schools. Attendance at National and provincial forums and workshops during the week and weekends. Compiling of programme and project reports; reporting to CES for Foundation Phase.

**Enquiries:** Ms Busisiwe Nkosi

**Telephone No:** 083 382 2442



**Sub-Directorate:** Education Performance Management    **Section/ Unit:** Performance Management    **Reference Number** HO000815

**Post Description:** CES:PMD    **Salary Level** R1 002 012 (All Inclusive Package)

**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. A qualification in Human Resources Management will be an added advantage. Must be registered with SACE and have a valid driver's licence. 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. A sound knowledge of all relevant education sector legislation, policies, and collective agreements or resolutions guiding the implementation of Educator Performance Management system in Public Service. A good understanding of Matrix Management. Proven experience in project and financial management. Excellent Report Writing, Analytical, People Management and Advance Computer skills (Electronic Data management). Strong communication skills (written & verbal). Strong facilitation, interpretative, analytical and research skills. Ability to maintain sound interpersonal relations. A willingness to work extensive hours and to travel when required. Ability to develop costed Operational plans, financial planning and projections for performance rewards in line with PFMA, Treasury regulations and relevant internal financial management policies. The incumbent must have an extensive knowledge of PERSAL system.

**Duties:** Coordinate the implementation of QMS and EMS-PMDS Policies and Collective Agreements within the province. Monitor and evaluate the implementation of Performance Management Systems and provide reports to relevant stakeholders including PELRC, DBE, DPSA and DPME. Analyse Performance Management Systems outputs, moderation of the Performance Management Scores and consult Organised Labour on the implementation of performance rewards in line with the relevant Collective Agreements. Manage and resolve Educator Performance queries and respond timeously to all relevant stakeholders. Manage the human, physical and financial resources to provide efficient and effective Educator Performance Management support to Schools, District Offices and Head Office with the PFMA, PAM, Employment Act, Public Service regulations and Treasury regulations. Enhance capacity of District officials to ensure effective and efficient service delivery through capacity building initiatives. NB: Shortlisted candidates will be required to undergo a technical exercise as part of the interview process.

**Enquiries:** Ms Motshedisi Ramohloli

**Telephone No:** (011) 843 6656



**Sub-Directorate:** Whole School Evaluation

**Section/ Unit:** WSE

**Reference Number** HO000816

**Post Description:** CES: Secondary Schools

**Salary Level** R1 002 012 (All Inclusive Packa

**Requirements:** An appropriate, recognized three- or four-year education qualification which includes professional teacher education plus minimum of 9 years' teaching experience with School / district / head office management experience. Must be registered with SACE. An assessor / moderator qualification would be an added advantage. Proven management and leadership abilities in administrating national and provincial evaluations / assessment tasks / projects. A sound knowledge of Education Policy and legislation environment. Extensive knowledge of the GET and FET curriculum. A broad knowledge of Subjects and Assessment Policies within the National Curriculum statements particularly with regard to learner performance. An understanding of Systemic Evaluation, Quality Management System, Standard Setting and Whole School Evaluation processes. Clear understanding and experience in national and internal assessment studies (PIRLS / ELNA / TIMMS / SACMEQ/ EGRA). Proven experience of both Qualitative and Quantitative research methodology. Analysis, 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 secondary 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 Secondary 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 and overall district reports of all Secondary Schools -Whole School Evaluation reports and lead the process of providing feedback to districts and directorates at head office, completing GDE/ DBE 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, MEC / 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 Service Delivery Oversight sub-directorates in the education context.

**Enquiries:** Mr RAJ Misser

**Telephone No:** 011 049 8000



**Sub-Directorate:** Infrastructure Planning and Property    **Section/ Unit:** Physical Resource Planning    **Reference Number** HO000817

**Post Description:** Chief Education Specialist    **Salary Level** R1 002 012 (All Inclusive Package)

**Requirements:** A recognized three or four- year education qualification which includes professional teacher education plus minimum of 9 years' experience in the educational field with credible, relevant management experience. Must be registered as a Teacher with SACE. Proven experience in managing people, projects and finances and the ability to plan strategically. An understanding of Gauteng Provincial Government's strategic vision, priorities and public service legislation. Demonstrate understanding of governance issues and be able to communicate such to communities. A sound knowledge of transformational issues and capacity building processes in education. Understanding of the South African Schools Act of 1996, Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure of 2013, Spatial Planning Systems and Norms of government, Public Finance Management Act of 1999 (PFMA), Treasury Regulations, relevant Treasury Instructions e.g., Framework for Infrastructure Delivery and Procurement Management (FIDPM), Government Immovable Asset Management Act (GIAMA) of 2007, Occupational Health and Safety Act of 1993, Spatial Planning and Land Management Act of 2013. Willingness to work irregular hours and travel extensively. Computer literate. Valid driver's license.

**Duties:** Manage the determination of infrastructure needs of the Education Department. Manage the education specific planning inputs for infrastructure planning and commissioning, including Physical Resource Planning inputs to the Infrastructure Asset Management Plan. Review the utilisation of facilities from an education perspective, including managing the needs assessments of school infrastructure and ensure that credible information is updated on the relevant systems for example the Education Facilities Management System (EFMS). Managing the communication and consultation with schools and other stakeholders on infrastructure matters. Measure the impact of infrastructure projects and the general service delivery in the province with the view of providing appropriate direction to the directorate. Compile and take full responsibility for regular reports forwarded to the Director. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Provide inputs to the preparation of business cases, budget processes, quarterly performance reports, annual evaluation of infrastructure projects and expenditure reports.

**Enquiries:** Ms Lerato Machaka    **Telephone No:** 011 843 6532

**Sub-Directorate:** Quality Assurance    **Section/ Unit:** Systemic Evaluation    **Reference Number** HO000818

**Post Description:** Chief Education Specialist    **Salary Level** R1 002 012 (All Inclusive Package)

**Requirements:** A recognized three or four- year education qualification which includes professional teacher education plus minimum of 9 years' teaching experience plus credible, relevant School / district management experience. Must be registered with SACE. An assessor / moderator qualification would be an added advantage. Proven management and leadership abilities in administrating national and provincial assessment tasks / projects. A sound knowledge of Education Policy and legislation environment. Extensive knowledge of the GET and FET curriculum. A broad knowledge of Subjects and Assessment Policies within the National Curriculum statements particularly with regard to learner performance. An understanding of Systemic Evaluation, Quality Management System, Standard Setting and Whole School Evaluation processes. Clear understanding and experience in national and internal assessment studies (PIRLS / ELNA / TIMMS / SACMEQ/ EGRA). Proven experience of both Qualitative and Quantitative research methodology. Analysis, 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:** Design and rollout Province wide testing in order to determine the quality of Learner Attainment. Identify factors influencing the quality of Learner Attainment and achievement. Formulate and recommend quantitative interventions to improve the level of learner attainment. Ensure public support and ensure full participation of the public in the assessment of learners. Conduct research on current trends in learner achievement, learner performance and recommend improvement strategies. Provide recommendation for School improvement and District Improvement. Compile Schools and Districts profiles emanating from the findings of Systemic Evaluation. Maintain database for evaluated schools and archives as assessment results.

**Enquiries:** Mr RAJ Misser    **Telephone No:** 011 049 8000





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**Sub-Directorate:** Inclusion and Special Schools      **Section/ Unit:**      **Reference Number** HO000823  
**Post Description:** Education Psychologist Grade 1      **Salary Level** R790 077 per annum (All-inclus

**Requirements:** An appropriate, recognized master's degree in Educational Psychology and current Registration with the HPCSA as an Educational Psychologist. They should be able to work as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if, and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.

**Duties:** As a member of the transversal team, the incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. the incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of therapeutic and psychosocial intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers, on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided; Data management is an integral part of reporting. Incumbent may also be required to provide support to other learners in the community as and when needed.

**Enquiries:** Ms Palesa Mabusela      **Telephone No:** 060 997 2818

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**Sub-Directorate:** Labour Relations      **Section/ Unit:**      **Reference Number** HO000832  
**Post Description:** DCES: Labour Relations X3 POSTS      **Salary Level** R572 346 per annum

**Requirements:** An appropriate, recognised 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 8 years minimum teaching experience and 3 years in Labour Relations . Must be registered with SACE. Qualification and Experience in Labour Relations will serve as added advantage 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 Milton Mashele      **Telephone No:** 011 355 1506

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**Sub-Directorate:** Assessment Management      **Section/ Unit:** SBA Coordination/Mo      **Reference Number** HO000833

**Post Description:** DCES: SBA Coordination/Moderation: FET      **Salary Level** R572 346 per annum

**Requirements:** An appropriate three or four-year qualification, which includes professional teacher qualification plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and in depth knowledge of policies & regulations pertaining to the internal assessments and exit examinations. A sound knowledge of National Assessment Framework, NCS, CAPS and any other related legislative frameworks. Understanding of assessment and moderation practices and processes. Sound understanding of transformation agenda and capacity building processes in the coordination of school based assessments and examinations. Knowledge and experience of the latest developments in assessment regime, including methodologies. Sound knowledge and exposure to the development and review of moderation and quality assurance systems, policies and guidelines. Proven experience in project management techniques and coordination, and ability to plan strategically. Experience in principles of effective management and supervision. Understanding of financial management and budgeting skills as well as procurement processes. Good written and communication skills. Ability to work independently as well as in a team and under pressure. A sound computer literacy skills in Office Suite (Word, Excel, Access and PowerPoint). Good analytical and report writing skills. Ability to develop and transmit assessment and moderation policies and regulations, monitor and support the implementation thereof. Ability to pay attention to details and have high level of accuracy. Ability to stay focused while performing routine tasks. Supervisory skills. Excellent interpersonal skills. Knowledge, understanding and experience in ICT in education in relation to teaching, learning and assessment in the classroom. Other required skills are: IT and advanced computer skills, Ability to plan, organise, compile reports consistent with departmental policies/procedures. Problem solving skills, Management skills. Coordination skills. Decision making skills. Time management skills. Presentation skills. Effective multi-tasking skills. Liaison skills. Risk identification skills. Organisational skills, Supervisory skills. The applicant must have been certified as an Assessor and accredited moderation will be an added advantage. Valid driver's license.

**Duties:** The incumbent will be responsible for the effective initiation, planning, designing, execution, monitoring, controlling, closing and review of all Moderation and Quality Assurance (M&Q) processes. Maintain and improve the e-moderation platform. Manage and coordinate M&Q activities and workflow in the FET band. Coordinate and ensure the finalisation of the FET moderation and quality assurance processes. Develop relevant management plans and liaise with relevant stakeholders. Monitoring and support to district implementation of moderation and quality assurance policies. Attend and share information with relevant stakeholders through regularised assessment and curriculum structures. Resolve queries regarding internal assessment marks using appropriate policies and regulations. Responsible for reporting, operational plans, weekly, monthly, quarterly and annual reports of the FET unit of the Sub-directorate. Ensure that the FET moderation business processes are developed and implemented. Identify relevant moderation processes within the examination cycle and ensure that all key deliverables are actioned and concluded on time. Implement determined intervention programmes. Ensure the effective, efficient and economical management and utilisation of resources, including financial management and control, allocated to FET unit in the Sub-Directorate. Perform supervisory function to the Moderation staff personnel. Conduct performance contract and appraisal of the moderation officials.

**Enquiries:** Mr Ranape Ernest

**Telephone No:** 010 801 8003



**Sub-Directorate:** Assessment Management

**Section/ Unit:** SBA Coordination/Mo

**Reference Number** HO000834

**Post Description:** DCES: SBA Coordination/Moderation: GET

**Salary Level** R572 346 per annum

**Requirements:** An appropriate three or four-year qualification, which includes professional teacher qualification plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and in depth knowledge of policies & regulations pertaining to the internal assessments and GEC. A sound knowledge of National Assessment Framework, NCS, CAPS and any other related legislative frameworks. Understanding of assessment and moderation practices and processes. Sound understanding of transformation agenda and capacity building processes in the coordination of school based assessments. Knowledge and experience of the latest developments in assessment regime, including methodologies. Sound knowledge and exposure to the development and review of moderation and quality assurance systems, policies and guidelines. Proven experience in project management techniques and coordination, and ability to plan strategically. Experience in principles of effective management and supervision. Understanding of financial management and budgeting skills as well as procurement processes. Good written and communication skills. Ability to work independently as well as in a team and under pressure. A sound computer literacy skills in Office Suite (Word, Excel, Access and PowerPoint). Good analytical and report writing skills. Ability to develop and transmit moderation and quality assurance policies and regulations, monitor and support the implementation thereof. Ability to pay attention to details and have high level of accuracy. Ability to stay focused while performing routine tasks. Supervisory skills. Excellent interpersonal skills. Knowledge, understanding and experience in ICT in education in relation to teaching, learning and assessment in the classroom. Other required skills are: IT and advanced computer skills, Ability to plan, organise, compile reports consistent with departmental policies/procedures. Problem solving skills, management skills. Coordination skills. Decision making skills. Time management skills. Presentation skills. Effective multi-tasking skills. Liaison skills. Risk identification skills. Organisational skills. Supervisory skills. The applicant must have been certified as an Assessor and accredited moderation will be an added advantage. Valid driver's license.

**Duties:** The incumbent will be responsible for the effective initiation, planning, designing, execution, monitoring, controlling, closing and review of all Moderation and Quality Assurance (M&Q) processes. Maintain and improve the e-moderation platform in the GET band. Manage and coordinate M&Q activities and workflow in the GET band. Coordinate and ensure the finalisation of the GET moderation and quality assurance processes. Develop relevant management plans and liaise with relevant stakeholders. Monitor and support district implementation of moderation and quality assurance policies. Attend and share information with relevant stakeholders through regularised assessment and curriculum structures. Resolve queries regarding internal assessment marks using appropriate policies and regulations. Responsible for reporting, operational plans, weekly, monthly, quarterly and annual reports of the GET unit of the Sub-directorate. Ensure that the GET moderation business processes are developed and implemented. Identify relevant moderation processes within assessment and ensure that all key deliverables are actioned and concluded on time. Implement determined intervention programmes. Ensure the effective, efficient and economical management and utilisation of resources, including financial management and control, allocated to GET unit in the Sub-Directorate. Perform supervisory function to the Moderation staff personnel. Conduct performance contract and appraisal of the moderation officials.

**Enquiries:** Mr Ranape Ernest

**Telephone No:** 010 801 8003



**Johannesburg Central**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and Delivery    **Section/ Unit:** Senior Phase    **Reference Number** JC000713

**Post Description:** SES: Technology    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. 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 and subject 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    **Telephone No:** (011) 983 2231

**Sub-Directorate:** Curriculum Management and Delivery    **Section/ Unit:** Early Childhood Dev &    **Reference Number** JC000714

**Post Description:** SES: Grade R    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. 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    **Telephone No:** (011) 983 2231





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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number** JC000715

**Post Description:** SES: Natural Science    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 and subject 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    **Telephone No:** (011) 983 2231

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**Sub-Directorate:** Education Support    **Section/ Unit:** Extra -Curricular Progr    **Reference Number** JC000716

**Post Description:** SES: Sports    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Mr Linda Mabutho    **Telephone No:** (011) 983 2231

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number** JC000717

**Post Description:** SES: Mathematics    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Mr Linda Mabutho    **Telephone No:** (011) 983 2231

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** ECD & Foundation Ph    **Reference Number** JC000722

**Post Description:** DCES: ECD & Foundation Phase    **Salary Level** R572 346 per annum

**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:** Mr Linda Mabutho    **Telephone No:** 011 983 2231

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**Sub-Directorate:** Performance Management and De **Section/ Unit:** PMD

**Reference Number** JC000723

**Post Description:** DCES: PMD

**Salary Level** R572 346 per annum

**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 PMD procedures, regulations and policies. 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:** Coordinate the monitoring and evaluation and implementation of educators and PS staff on level 1-12 Performance Management Systems and processes. Conduct regular on site/virtual visits to district offices and schools on QMS (Quality Management Systems), EMS PMDS and PMD PS processes and procedures. Facilitate correct interpretation, effective planning, implementation, monitoring and evaluation of PMD policies. Represent the district at other relevant forums. Coordinate and manage PMD district and provincial priorities and projects such as GDE SEA (Service Excellence Awards). Ensure effective and efficient utilisation of resources and information services. Work collaboratively with other sub- directorates to improve staff performance. Ensure the moderation of Performance Management Systems scores. Conduct analysis of data collected on QMS, EMS PMDS and PMDS PS scores and prepare the presentation for the moderation committee. Compile the moderation report. Ensure that the logistical arrangements take place for the moderation of scores to ascertain that performance is evaluated in an equitable and consistent manner across the district. Facilitate the implementation of Performance Management Systems Output. Conducting (virtual) advocacy and training on PMDS PS, EMS PMDS & QMS policies. Collect, Quality assures the submitted PMDS PS, EMS PMDS and QMS Performance Management scores. Capture Performance Contracts, reviews, and scores on PERSAL. Manage the timeous response to queries related to pay progression and the mop up process. Ensure implementation of Employee Health and Wellness programmes in the district offices and Schools. Managing the marketing and advocacy for access to Psychosocial services to all employees and their family members. Manage the implementation of preventative and reactive programmes/interventions (EH&W programmes). Manage the 4 pillars of EH&W Programmes. Manage the implementation of skills development practices in the district. Manage the process of compiling the WSP&R. Manage learnerships and internships for youth and employees. Manage the Bursary scheme for PS School Based and Office Based staff. Manage and chair the activities of the District Skills Development Coordinating Team. Manage the budget in line with PFMA and Skills Development Levy Act and Supply Chain Management and Treasury Regulations. Manage the submission of monthly, quarterly, and annual reports that are in line with the PMD implementation plans to both internal and external stakeholders. Management of human, physical and financial resources.

**Enquiries:** Mr Linda Mabutho

**Telephone No:** 011 983 2231



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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number** JC000724

**Post Description:** SES: Civil Technology    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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    **Telephone No:** (011) 983 2231

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number** JC000741

**Post Description:** SES: Sesotho Languages    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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    **Telephone No:** 011 983 2231

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number** JC000791

**Post Description:** SES: Accounting X2 POSTS      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. 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      **Telephone No:** (011) 983 2231

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**Sub-Directorate:** Education Support      **Section/ Unit:**      **Reference Number** JC000821

**Post Description:** Education Psychologist Grade 1      **Salary Level** R790 077 per annum (All-Inclus

**Requirements:** An appropriate, recognized master's degree in Educational Psychology and current Registration with the HPCSA as an Educational Psychologist. 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:** 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:** Mr Linda Mabutho      **Telephone No:** 011 983 2231

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**Johannesburg East**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

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**Sub-Directorate:** Dispute Management

**Section/ Unit:** Labour Relations

**Reference Number** JE000718

**Post Description:** SES: Labour Relations

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Elizabeth Moloko

**Telephone No:** 011 666 9109

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**Sub-Directorate:** Curriculum Management and Deliv

**Section/ Unit:** Teacher Development

**Reference Number** JE000719

**Post Description:** SES: Teachers Development

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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. Valid Driver's License

**Duties:** To develop and support educator in the subject and monitor and coordinate subject policies and assessment policies/implementation. Organize/ co-ordinate training and development for educators/office base staff. Ensuring, enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Management of Work Skills Plan and Annual Training Report. Develop and maintain training and development policies

**Enquiries:** Ms Elizabeth moloko

**Telephone No:** 011 6669109

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET

**Reference Number** JE000720

**Post Description:** DCES: FET

**Salary Level** R572 346 per annum

**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 FET 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:** Ms Elizabeth Moloko

**Telephone No:** 011 666 9109



**Sub-Directorate:** Performance Management and De **Section/ Unit:** PMD **Reference Number** JE000721

**Post Description:** DCES: PMD **Salary Level** R572 346 per annum

**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 PMD procedures, regulations and policies. 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:** Coordinate the monitoring and evaluation and implementation of educators and PS staff on level 1-12 Performance Management Systems and processes. Conduct regular on site/virtual visits to district offices and schools on QMS (Quality Management Systems), EMS PMDS and PMD PS processes and procedures. Facilitate correct interpretation, effective planning, implementation, monitoring and evaluation of PMD policies. Represent the district at other relevant forums. Coordinate and manage PMD district and provincial priorities and projects such as GDE SEA (Service Excellence Awards). Ensure effective and efficient utilisation of resources and information services. Work collaboratively with other sub- directorates to improve staff performance. Ensure the moderation of Performance Management Systems scores. Conduct analysis of data collected on QMS, EMS PMDS and PMDS PS scores and prepare the presentation for the moderation committee. Compile the moderation report. Ensure that the logistical arrangements take place for the moderation of scores to ascertain that performance is evaluated in an equitable and consistent manner across the district. Facilitate the implementation of Performance Management Systems Output. Conducting (virtual) advocacy and training on PMDS PS, EMS PMDS & QMS policies. Collect, Quality assures the submitted PMDS PS, EMS PMDS and QMS Performance Management scores. Capture Performance Contracts, reviews, and scores on PERSAL. Manage the timeous response to queries related to pay progression and the mop up process. Ensure implementation of Employee Health and Wellness programmes in the district offices and Schools. Managing the marketing and advocacy for access to Psychosocial services to all employees and their family members. Manage the implementation of preventative and reactive programmes/interventions (EH&W programmes). Manage the 4 pillars of EH&W Programmes. Manage the implementation of skills development practices in the district. Manage the process of compiling the WSP&R. Manage learnerships and internships for youth and employees. Manage the Bursary scheme for PS School Based and Office Based staff. Manage and chair the activities of the District Skills Development Coordinating Team. Manage the budget in line with PFMA and Skills Development Levy Act and Supply Chain Management and Treasury Regulations. Manage the submission of monthly, quarterly, and annual reports that are in line with the PMD implementation plans to both internal and external stakeholders. Management of human, physical and financial resources.

**Enquiries:** Ms Elizabeth Moloko **Telephone No:** 011 666 9109

**Sub-Directorate:** Education Support **Section/ Unit:** E-Learning **Reference Number** JE000824

**Post Description:** SES: E-Learning **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Enable the learning system to accommodate a diversity of learning needs to prevent learning breakdown and exclusion. To enhance quality teaching, access to content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of Schools of the Future School Administration and Management System (SA-SAMS).

**Enquiries:** Ms Elizabeth Moloko **Telephone No:** 011 666 9109





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**Sub-Directorate:** Curriculum Mangement and Delive    **Section/ Unit:** Senior Phase    **Reference Number** JE000825

**Post Description:** SES: Technology    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Elizabeth Moloko    **Telephone No:** 011 666 9109

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**Sub-Directorate:** Education Support    **Section/ Unit:** Inclusion & Special Sc    **Reference Number** JE000826

**Post Description:** SES: Inclusion Facilitator X2 POSTS    **Salary Level** R465 843 per annum

**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:** Ms Elizabeth Moloko    **Telephone No:** 011 666 9109

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**Sub-Directorate:** Head of the District

**Section/ Unit:**

**Reference Number** JE000828

**Post Description:** DCES: Dispute Management

**Salary Level** R572 346 per annum

**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. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; 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. Qualification in labour Relations and related field serves as 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:** Ms Elizabeth Moloko

**Telephone No:** 011 666 9109

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**Johannesburg North**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number** JN000760

**Post Description:** Cluster Leader X2 Posts      **Salary Level** R572 346 per annum

**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:** Ms Nelisiwe Mashazi      **Telephone No:** 011 694 9321

**Sub-Directorate:** Education Support      **Section/ Unit:** LTSM      **Reference Number** JN000761

**Post Description:** SES: LTSM      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. 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:** Guide procurement processes of LTSM in Public Schools, Public Special Schools and AET centers. Facilitate the evaluation, selection and distribution of LTSM. Implement and monitor LTSM policy. Communicate with schools on matters relating to 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 for discussions on matters relating to the procurement of LTSM. Communicate with the relevant stakeholders on matters relating to LTSM procurement in schools.

**Enquiries:** Ms Nelisiwe Mashazi      **Telephone No:** 011 694 9321



**Sub-Directorate:** Education Support

**Section/ Unit:** Extra -Curricular Progr

**Reference Number** JN000784

**Post Description:** SES: Sports

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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

**Telephone No:** (011) 694 9321

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**Sub-Directorate:** Education Support

**Section/ Unit:** Inclusion & Special Sc

**Reference Number** JN000836

**Post Description:** SES: Inclusion Facilitator

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Nelisiwe Mashazi

**Telephone No:** 011 694 9321

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number** JN000837

**Post Description:** SES: Life Sciences    **Salary Level** R465 843 per annum

**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 Nelisiwe Mashazi    **Telephone No:** 011 694 9321

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**Sub-Directorate:** Information Systems and Strategic    **Section/ Unit:**    **Reference Number** JN000838

**Post Description:** SES: Policy and Planning    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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. 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 Nelisiwe Mashazi    **Telephone No:** 011 694 9321

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**Johannesburg South**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** LTSM    **Reference Number** JS000726

**Post Description:** SES: LTSM    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Guide procurement processes of LTSM in Public Schools, Public Special Schools and AET centers. Facilitate the evaluation, selection and distribution of LTSM. Implement and monitor LTSM policy. Communicate with schools on matters relating to 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 for discussions on matters relating to the procurement of LTSM. Communicate with the relevant stakeholders on matters relating to LTSM procurement in schools.

**Enquiries:** Ms Lola Malimaghova    **Telephone No:** 011 247 5957

**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number** JS000727

**Post Description:** SES: Technology    **Salary Level** R465 843 per annum

**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 Lola Malimaghova    **Telephone No:** 011 247 5957



**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number** JS000728

**Post Description:** SES: Life Orientation      **Salary Level** R465 843 per annum

**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 Lola Malimaghova      **Telephone No:** 011 247 5957

**Sub-Directorate:** Education Support      **Section/ Unit:** E-Learning      **Reference Number** JS000729

**Post Description:** DCES: E-Learning      **Salary Level** R572 346 per annum

**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:** Ms Lola Malimaghova      **Telephone No:** 011 247 5957



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**Sub-Directorate:** Curriculum management and Deliv    **Section/ Unit:** LTSM    **Reference Number** JS000730

**Post Description:** DCES: LTSM    **Salary Level** R572 346 per annum

**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 eviations 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 Lola Malimaghova    **Telephone No:** 011 247 5957

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**Sub-Directorate:** Curriculum management and Deliv    **Section/ Unit:** Early Childhood Dev &    **Reference Number** JS000740

**Post Description:** SES: Languages    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Lola Malimaghova    **Telephone No:** 011 247 5944

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**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number** JS000786

**Post Description:** Cluster Leader X2 POSTS      **Salary Level** R572 346 per annum

**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:** Ms Lola Malimagovha      **Telephone No:** 011 247 5947

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**Sub-Directorate:** Head of the District      **Section/ Unit:**      **Reference Number** JS000831

**Post Description:** DCES: Dispute Management      **Salary Level** R572 346 per annum

**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. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; 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. Qualification in labour Relations and related field serves as 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:** Ms Lola Malimagovha      **Telephone No:** 011 247 5947

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**Johannesburg West**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Education Support

**Section/ Unit:** Inclusion & Special Sc **Reference Number** JW000731

**Post Description:** SES: Inclusion Facilitator

**Salary Level** R465 843 per annum

**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 Jafta Lizwe

**Telephone No:** 011 831 5433



**Sedibeng East**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Education Support

**Section/ Unit:** Extra Curricular Progr

**Reference Number** SE000737

**Post Description:** SES: School Health

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. 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. Knowledge on the Integrated School Health Policy (ISHP), as well as the Curriculum Support Teaching and Learning (CSTL) 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 relating to Psycho- Socio Support will be an added advantage. Valid Driver's License.

**Duties:** To monitor and support School-Based Support Teams (SBST) on the implementation of the Integrated School Health Policy (ISHP), as well as the Curriculum Support, Teaching and Learning (CSTL) Framework and other related school health promotion programmes; Provide professional leadership through the implementation of systems and structures that allow for effective management and monitoring of school health programmes. These will include the following: Conduct regular on-site support visits to schools; facilitate access for Integrated School Health Teams to conduct screening and immunization; respond to communicable outbreaks; coordinate school based substance abuse prevention/education programmes; represent the district in relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; work collaboratively with stakeholders to improve learner performance; support partnerships that enhance a healthy lifestyle and positive values. Establish clear channels of communication by liaising with schools; ensure effective planning; implementation, monitoring and evaluation of policies and processes; Conduct analysis of data collected in order to inform and improve teaching and learning; Facilitate and arrange workshops and training sessions on health programmes. Compile weekly, monthly and quarterly reports based on school and District activities.

**Enquiries:** Ms Nomathemba Xawuka

**Telephone No:** 016 440 1999

**Sub-Directorate:** Curriculum Management and Deliv

**Section/ Unit:** Early Childhood Dev &

**Reference Number** SE000752

**Post Description:** SES: Foundation Phase (Grade 1-3)-African Languages

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. 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 Nomathemba Xawuka

**Telephone No:** 016 440 1999









**Sub-Directorate:** Education Support

**Section/ Unit:** Inclusion & Special Sc **Reference Number** SE000796

**Post Description:** SES: Inclusion Facilitator

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Nomathemba Xawuka

**Telephone No:** 016 440 1999

**Sub-Directorate:** Curriculum Management and Deliv

**Section/ Unit:** Senior Phase

**Reference Number** SE000797

**Post Description:** SES: Mathematics

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Nomathemba Xawuka

**Telephone No:** 016 440 1999



**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number** SE000798

**Post Description:** SES: Creative Arts    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Nomathemba Xawuka

**Telephone No:** 016 440 1999

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**Sedibeng West**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Early Childhood Dev & **Reference Number** SW000735

**Post Description:** SES: Life Skills **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field with credible. 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 Bertha Mlotshwa **Telephone No:** 016 594 9207

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number** SW000773

**Post Description:** SES: Social Sciences **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Bertha Mlotshwa **Telephone No:** 016 594 9207

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number** SW000774

**Post Description:** SES: Assessment **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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. 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:** Ms Bertha Mlotshwa **Telephone No:** 016 594 9207

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number** SW000789

**Post Description:** SES: Natural Science and Technology **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Bertha Mlotshwa **Telephone No:** 016 594 9193





**Tshwane North**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number** TN000762

**Post Description:** Cluster Leader      **Salary Level** R572 346 per annum

**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:** Ms Rejoice Manamela      **Telephone No:** 012 543 4313



**Tshwane South**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and Deve **Section/ Unit:** Teachers developmen **Reference Number** TS000732

**Post Description:** SES: Teachers development and Teaches Centre **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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. Valid Driver's License

**Duties:** To develop and support educator in the subject and monitor and coordinate subject policies and assessment policies/implementation. Organize/ co-ordinate training and development for educators/office base staff. Ensuring, enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Management of Work Skills Plan and Annual Training Report. Develop and maintain training and development policies

**Enquiries:** Mr Thabiso Mphosi **Telephone No:** 012 401 6432

**Sub-Directorate:** Curriculum Management and Deve **Section/ Unit:** Intermediate Phase **Reference Number** TS000733

**Post Description:** SES: Social Science X2 Posts **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 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 programs.

**Enquiries:** Mr Thabiso Mphosi **Telephone No:** 012 401 6432



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**Sub-Directorate:** Circuit Management and support      **Section/ Unit:**      **Reference Number** TS000734

**Post Description:** Cluster Leader X5 POSTS      **Salary Level** R572 346 per annum

**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 Thabiso Mphosi      **Telephone No:** 012 401 6434

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**Sub-Directorate:** Information Systems and Strategic      **Section/ Unit:** Information Systems &      **Reference Number** TS000749

**Post Description:** DCES: EMIS      **Salary Level** R572 346 per annum

**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:** Mr Thabiso Mphosi      **Telephone No:** 012 401 6434

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**Sub-Directorate:** Education Support

**Section/ Unit:** Extra Curricular Progr

**Reference Number** TS000750

**Post Description:** Deputy Chief Education Specialist

**Salary Level** R572 346 per annum

**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 Education Support Systems. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

**Duties:** Implement educational social development programmes. 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)

**Enquiries:** Mr Thabiso Mphosi

**Telephone No:** 012 401 6434

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**Sub-Directorate:** Education Support

**Section/ Unit:** Inclusion & Special Sc

**Reference Number** TS000792

**Post Description:** SES: Inclusion Facilitator

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Thabiso Mphosi

**Telephone No:** 012 401 6432

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**Sub-Directorate:** Curriculum Management Develop      **Section/ Unit:** Intermediate Phase      **Reference Number** TS000793

**Post Description:** SES: Life Skills      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 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 programs.

**Enquiries:** Mr Thabiso Mphosi      **Telephone No:** 012 401 6432

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:**      **Reference Number** TS000812

**Post Description:** SES: Special Project      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Thabiso Mphosi      **Telephone No:** 012 401 6432

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number** TS000813

**Post Description:** SES: English    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Thabiso Mphosi    **Telephone No:** 012 401 6432

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number** TS000814

**Post Description:** SES: Social Science    **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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 Thabiso Mphosi    **Telephone No:** 012 401 6432

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**Sub-Directorate:** Circuit Support Team

**Section/ Unit:**

**Reference Number** TS000819

**Post Description:** Circuit Team Manager X2 POSTS

**Salary Level** R1 002 012 (All Inclusive Packa

**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. Knowledge of curriculum development. Research and analysis. Leadership, Strategic Management and transformation Financial Planning and Management. Communication skills. Monitoring and Evaluation. Report writing skills. Organising and executing. Staff development. Good knowledge of teaching as provided for in the professional qualification. Mastered the concept, able to act independently, provides guidance and training to others. Knowledge of applicable educator legislation, regulations and policies. Knowledge of Performance Management. Valid driver's license.

**Duties:** Provide leadership to the Business Unit. Provide educational leadership, management and governance guidance and support to the schools (this includes support in financial management, governance, school organisation. and management, as well as conflict resolution). Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives. Provide an environment that creates and fosters commitment and confidence among colleagues and educators, while promoting the values of fairness and equity in the workplace. Ensure effective communication with stakeholders. Establish clear channels of communication with schools and other stakeholders. Chair workshops, case conference and meeting when needed. Provide financial planning and management support. Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial record for audit purposes. Provide strategic planning and transformation support. Manage and consolidate the School Improvement Plans (SIPs) into District Improvement Plans (DIPs) and use these to inform and give context to the provincial department strategic plans. Develop, review and implement policy documents. Participate in the EMIS surveys, maintain a database so as to become a provider of all relevant information about developments in education, to the broader public, manage the database on the schools that a district is responsible using EMIS surveys for data access; Collects and verifies critical information required by EMIS. Support the implementation of curriculum delivery services. Ensure effective implementation of National and Provincial learning policy frameworks in all schools within a Circuit. Support quality education delivery and in particular, teaching and learning, in educational sites for the purposes of both accountability and improvement of learner achievement. Ensure effective and efficient provisioning of LTSM for all schools in a Circuit. Guide the process of school establishment, rationalization and extension of curriculum in the circuit. Assist in equitable deployment of staff and resources to facilitate teaching and learning. Maintain effective partnerships between parents and school staff to promote effective teaching and learning. Develop systems for monitoring and recording progress made by learners towards achievement of targets set. Facilitate curriculum development at the school level. Provide guidance/assistance in learner assessment. Manage staff and development. Manage provision of support to school principals in curriculum delivery and administration of schools. Conduct performance reviews and appraisals of the Team. Ensure development of a profile for all schools within the circuit as per the required format.

**Enquiries:** Mr Thabiso Mphosi

**Telephone No:** 012 401 6434



**Sub-Directorate:** Education Support

**Section/ Unit:**

**Reference Number** TS000822

**Post Description:** Education Psychologist Grade 1

**Salary Level** R790 077 per annum (All-inclus

**Requirements:** An appropriate, recognized master's degree in Educational Psychology and current Registration with the HPCSA as an Educational Psychologist. 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:** 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:** Mr Thabiso Mphosi

**Telephone No:** 012 401 6434





**Tshwane West**

**VACANCY CIRCULAR 1 OF 2024 (OFFICEBASED)**

**Sub-Directorate:** Performance Management and De **Section/ Unit:** PMD **Reference Number** TW000739

**Post Description:** DCES: PMD **Salary Level** R572 346 per annum

**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 PMD procedures, regulations and policies. 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:** Coordinate the monitoring and evaluation and implementation of educators and PS staff on level 1-12 Performance Management Systems and processes. Conduct regular on site/virtual visits to district offices and schools on QMS (Quality Management Systems), EMS PMDS and PMD PS processes and procedures. Facilitate correct interpretation, effective planning, implementation, monitoring and evaluation of PMD policies. Represent the district at other relevant forums. Coordinate and manage PMD district and provincial priorities and projects such as GDE SEA (Service Excellence Awards). Ensure effective and efficient utilisation of resources and information services. Work collaboratively with other sub- directorates to improve staff performance. Ensure the moderation of Performance Management Systems scores. Conduct analysis of data collected on QMS, EMS PMDS and PMDS PS scores and prepare the presentation for the moderation committee. Compile the moderation report. Ensure that the logistical arrangements take place for the moderation of scores to ascertain that performance is evaluated in an equitable and consistent manner across the district. Facilitate the implementation of Performance Management Systems Output. Conducting (virtual) advocacy and training on PMDS PS, EMS PMDS & QMS policies. Collect, Quality assures the submitted PMDS PS, EMS PMDS and QMS Performance Management scores. Capture Performance Contracts, reviews, and scores on PERSAL. Manage the timeous response to queries related to pay progression and the mop up process. Ensure implementation of Employee Health and Wellness programmes in the district offices and Schools. Managing the marketing and advocacy for access to Psychosocial services to all employees and their family members. Manage the implementation of preventative and reactive programmes/interventions (EH&W programmes). Manage the 4 pillars of EH&W Programmes. Manage the implementation of skills development practices in the district. Manage the process of compiling the WSP&R. Manage learnerships and internships for youth and employees. Manage the Bursary scheme for PS School Based and Office Based staff. Manage and chair the activities of the District Skills Development Coordinating Team. Manage the budget in line with PFMA and Skills Development Levy Act and Supply Chain Management and Treasury Regulations. Manage the submission of monthly, quarterly, and annual reports that are in line with the PMD implementation plans to both internal and external stakeholders. Management of human, physical and financial resources.

**Enquiries:** Ms Priscilla Ravele

**Telephone No:** 012 725 1451



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**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number** TW000775

**Post Description:** Cluster Leader X2 POSTS      **Salary Level** R572 346 per annum

**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:** Ms Priscilla Ravele      **Telephone No:** 012 725 1451

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number** TW000778

**Post Description:** SES: Geography      **Salary Level** R465 843 per annum

**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      **Telephone No:** 012 725 1451

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**Sub-Directorate:** Information Systems and Strategic      **Section/ Unit:**      **Reference Number** TW000804

**Post Description:** SES: Policy and Planning      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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. 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      **Telephone No:** 012 725 1451

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**Sub-Directorate:** Education Support      **Section/ Unit:** Inclusion & Special Sc      **Reference Number** TW000808

**Post Description:** SES: Inclusion Facilitator      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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:** Ms Priscilla Ravele      **Telephone No:** 012 725 1451

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**Sub-Directorate:** Education Support      **Section/ Unit:** LTSM      **Reference Number** TW000809

**Post Description:** SES: LTSM      **Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . 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. Valid Driver's License.

**Duties:** Guide procurement processes of LTSM in Public Schools, Public Special Schools. Facilitate the evaluation, selection and distribution of LTSM. Implement and monitor LTSM policy. Communicate with schools on matters relating to 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 for discussions on matters relating to the procurement of LTSM. Communicate with the relevant stakeholders on matters relating to LTSM procurement in schools.

**Enquiries:** Ms Priscilla Ravele      **Telephone No:** 012 725 1451

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**Sub-Directorate:** Education Support

**Section/ Unit:** E-Learning

**Reference Number** TW000810

**Post Description:** SES: E-Learning

**Salary Level** R465 843 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field. 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:** Enable the learning system to accommodate a diversity of learning needs to prevent learning breakdown and exclusion. To enhance quality teaching, access to content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of Schools of the Future School Administration and Management System (SA-SAMS).

**Enquiries:** Ms Priscilla Ravele

**Telephone No:** 012 725 1451

**Sub-Directorate:** Curriculum Management and Deliv

**Section/ Unit:**

**Reference Number** TW000820

**Post Description:** Chief Education Specialist

**Salary Level** R1 002 012 (All Inclusive Packa

**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 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 another 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 analyse 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 Priscilla Ravele

**Telephone No:** 012 725 1451

