

Ekurhuleni North

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Senior Phase **Reference Number:** EN000370

Post Description: SES: Social Science **Salary Scale:** R 415 245.00 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 Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Foundation Phase **Reference Number:** EN000371

Post Description: SES: Mathematics x 2 Posts **Salary Scale:** R 415 245.00 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 Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Education Support **Section/ Unit:** Extra-Curricular Prog **Reference Number:** EN000372

Post Description: SES: Extra-Curricular Programmes **Salary Scale:** R 415 245.00 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 Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Senior Phase **Reference Number:** EN000373

Post Description: SES: EMS **Salary Scale:** R 415 245.00 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 Emily Mochela **Telephone No:** 011 746 8190

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Intermediate Phase **Reference Number:** EN000374

Post Description: SES: Nguni Languages

Salary Scale: R 415 245.00 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 Emily Mochela

Telephone No: 011 746 8190

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Senior Phase **Reference Number:** EN000375

Post Description: SES: Sesotho

Salary Scale: R 415 245.00 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 Emily Mochela

Telephone No: 011 746 8190

Sub-Directorate: Education Support

Section/ Unit:

Reference Number: EN000376

Post Description: SES: LTSM

Salary Scale: R 415 245.00 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 Emily Mochela

Telephone No: 011 746 8190

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

Reference Number: EN000377

Post Description: SES: Mathematics Literacy

Salary Scale: R 415 245.00 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: Ms Emily Mochela

Telephone No: 011 746 8190

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special

Reference Number: EN000378

Post Description: SES: Inclusion Facilitator X 2 Posts

Salary Scale: R 415 245.00 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. 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: 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. 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 Emily Mochela

Telephone No: 011 746 8190

Sub-Directorate: Curriculum Management and Deli

Section/ Unit: Intermediate Phase

Reference Number: EN000379

Post Description: SES: Social Science

Salary Scale: R 415 245.00 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 Emily Mochela

Telephone No: 011 746 8190

Ekurhuleni South

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** ES000380

Post Description: Cluster Leader **Salary Scale:** R 511 752.00 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 Xolani Kheswa **Telephone No:** 011 389 6062

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** ECD & Foundation P **Reference Number:** ES000381

Post Description: DCES: ECD & Foundation Phase **Salary Scale:** R 511 752.00 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 Xolani Kheswa **Telephone No:** 011 389 6062

Gauteng East

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special

Reference Number: GE000382

Post Description: SES: Inclusion Facilitator

Salary Scale: R 415 245.00 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. 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: 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. 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 Mpho Leotlela

Telephone No: 011 7360717

Sub-Directorate: Curriculum Management and Deli

Section/ Unit: FET

Reference Number: GE000383

Post Description: SES: Accounting

Salary Scale: R 415 245.00 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: Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate structures.

Enquiries: Mr Mpho Leotlela

Telephone No: 011 736 0717

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** GE000384

Post Description: Cluster Leader **Salary Scale:** R 511 752.00 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 Mpho Leotlela **Telephone No:** 011 7360717

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** **Reference Number:** GE000385

Post Description: DCES: E-Learning **Salary Scale:** R 511 752.00 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: Mr Mpho Leotlela **Telephone No:** 011 736 0717

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** GE000386

Post Description: SES: Physical Science **Salary Scale:** R 415 245.00 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: Transversal Human Resource Ser **Section/ Unit:** PMD **Reference Number:** GE000387

Post Description: SES: IQMS & PMDS **Salary Scale:** R 415 245.00 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: Implement, co-ordinate and manage the GDE Performance management Strategy and systems within the district, implement analyse, interpret, Monitoring and report on all the actual HR Performance Management Systems within the GDE. Co- ordinate the collection and analyses of statistical Data in line within the different time cycles for the separate performance Management systems. Maintain and analyse a prioritized register of all HR performance management documents/policies as well as prioritized list of performance management documents/policies. Improve HR performance and capacity through the availability of quality information. Train, Develop, Support and Monitor PMDS and IQMS.

Enquiries: Mr Mpho Leotlela **Telephone No:** 011 736 0717

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** GE000388

Post Description: SES: Nguni Languages **Salary Scale:** R 415 245.00 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 Mpho Leotlela **Telephone No:** 011 736 0717

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** GE000389

Post Description: SES: Economics **Salary Scale:** R 415 245.00 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 Mpho Leotlela **Telephone No:** 011 736 0717

Gauteng North

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase **Reference Number:** GN000390

Post Description: SES: Assessment **Salary Scale:** R 415 245.00 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 Alfred Phaswana **Telephone No:** 012 846 3641

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** GN000391

Post Description: SES: Life Orientation **Salary Scale:** R 415 245.00 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 Alfred Phaswana **Telephone No:** 012 846 3641

Sub-Directorate: Education Support

Section/ Unit: Information Systems

Reference Number: GN000392

Post Description: SES – Policy and Planning

Salary Scale: R 415 245.00 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. Understanding transformational issues and policies in education. Knowledge of understanding in government strategies, policy and budgeting process. Ability to identify and conceptualise educational policy problems and finding solutions, interpersonal , facilitation project management , planning and strategic skills. Computer Literacy (word processing, spreadsheet & Powerpoint etc).

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: Mr Alfred Phaswana

Telephone No: 012 846 3641

Sub-Directorate: Curriculum Management and Deli

Section/ Unit: Senior Phase

Reference Number: GN000393

Post Description: DCES: Senior Phase

Salary Scale: R 511 752.00 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 Senior Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior Phase Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of Senior Phase educators and programmes Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

Enquiries: Mr Alfred Phaswana

Telephone No: 012 846 3641

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** GN000394

Post Description: DCES: FET **Salary Scale:** R 511 752.00 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: Mr Alfred Phaswana **Telephone No:** 012 846 3641

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** GN000395

Post Description: SES: Physical Science **Salary Scale:** R 415 245.00 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 Alfred Phaswana **Telephone No:** 012 846 3641

Sub-Directorate: Circuit Management & Support

Section/ Unit:

Reference Number: GN000396

Post Description: Cluster Leader

Salary Scale: R 511 752.00 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 and NCS. 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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation 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 are implemented according to plan. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr. Alfred Phaswana

Telephone No: 012 846 3641

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET

Reference Number: GN000397

Post Description: SES: Economics

Salary Scale: R 415 245.00 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 Alfred Phaswana

Telephone No: 012 846 3641

Gauteng West

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Circuit Management & Support **Section/ Unit:** **Reference Number:** GW000398

Post Description: Cluster Leader X2 Posts **Salary Scale:** R 511 752.00 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 and NCS. 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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation 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 are implemented according to plan. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

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

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Special Projects **Reference Number:** GW000399

Post Description: DCES: Special Projects **Salary Scale:** R 511 752.00per 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 coordinate 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. coordinate 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: Implementation of special projects (e.g. SSIP, LETU). Monitoring of special interventions in institutions. Administration of Unit (e.g. Tutor claims). Co-ordinate all projects delegated by the Office of the Director.

Enquiries: Ms Louisa Dhlamini **Telephone No:** 011 660 8145

Sub-Directorate: Education Support

Section/ Unit: Information Systems

Reference Number: GW000400

Post Description: SES – Policy and Planning

Salary Scale: R 415 245.00 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. Understanding transformational issues and policies in education. Knowledge of understanding in government strategies, policy and budgeting process. Ability to identify and conceptualise educational policy problems and finding solutions, interpersonal , facilitation project management , planning and strategic skills. Computer Literacy (word processing, spreadsheet & Powerpoint etc).

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 Louisa Dhlamini

Telephone No: 011 660 4581

Sub-Directorate: Curriculum Management and Deli

Section/ Unit: Intermediate Phase

Reference Number: GW000401

Post Description: DCES: Intermediate Phase

Salary Scale: R 511 752.00 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 Senior Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior Phase Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of Senior Phase educators and programmes Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

Enquiries: Ms Louisa Dhlamini

Telephone No: 011 660 4581

Sub-Directorate: Transversal Human Resource Ser **Section/ Unit:** PMD **Reference Number:** GW000402

Post Description: SES: IQMS & PMDS **Salary Scale:** R 415 245.00 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: Implement, co-ordinate and manage the GDE Performance management Strategy and systems within the district, implement analyse, interpret, Monitoring and report on all the actual HR Performance Management Systems within the GDE. Co- ordinate the collection and analyses of statistical Data in line within the different time cycles for the separate performance Management systems. Maintain and analyse a prioritized register of all HR performance management documents/policies as well as prioritized list of performance management documents/policies. Improve HR performance and capacity through the availability of quality information. Train, Develop, Support and Monitor PMDS and IQMS.

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

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special **Reference Number:** GW000403

Post Description: SES: Inclusion & Special Schools **Salary Scale:** R 415 245.00 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 Louisa Dhlamini **Telephone No:** 011 660 4581

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Intermediate Phase **Reference Number:** GW000404

Post Description: SES: Natural Sciences

Salary Scale: R 415 245.00 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

Head Office

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Independent schools

Section/ Unit:

Reference Number: HO000405

Post Description: DCES: Stakeholder Management and Governance X3 Posts

Salary Scale: R 511 752.00 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 Skills and conflict resolution in education management or equivalent. Communicate: Effective communication to director, chief director other managers in department. Effective Communication to managers and the Directorate. Advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Change Management. Good understanding of the curriculum (policies and implementation). Educational management, governance and service delivery. Effective reports required i.e. Public Service statutory framework. **SKILLS:** Effective communication, Leadership and administrative skills. High level of financial management, People Management, client orientation, planning implementation, Monitoring and Strategic capabilities. exceptional report writing skills. Advanced computer literacy with expertise in data management Valid driver's license.

Duties: Coordinate the registration and deregistration of independent schools, Manage the closure of illegally operating schools, Coordinate monitor subsidies for independent schools, Coordinate and manage the registration and deregistration Home Education learners, Ensure Effective Monitoring and Evaluation of Independent Schools, Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Independent schools. Manage school information systems in Independent schools. Manage the development and ensure the implementation of policy, planning and monitoring procedures in Independent Schools. Facilitate the management and effective functioning of governance, leadership and management structures and co-ordinate the training of school governance and management structures. Develop a standardized system on school improvement planning. Intervene in poorly performing schools and introduce change management systems. Supervise and manage Subordinates and other participants in the sub-Directorate activities. Disseminate information to all stakeholders and report activities. Adhere to and promote statutory prescripts and constitutional imperatives in all independent schooling sector. Ensure compliance with National Policy Frameworks. Report to and participate in all appropriate provincial and other structures and processes.

Enquiries: Ms Mosibudi Makhubela

Telephone No: 071 474 6058

Sub-Directorate: Independent Schools

Section/ Unit:

Reference Number: HO000407

Post Description: DCES: Home Education X3 Posts

Salary Scale: R 511 752.00 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 Skills and conflict resolution in education management or equivalent. Communicate: Effective communication to director, chief director other managers in department. Effective Communication to managers and the Directorate. Advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Change Management. Good understanding of the curriculum (policies and implementation). Educational management, governance and service delivery. Effective reports required i.e. Public Service statutory framework. **SKILLS:** Effective communication, Leadership and administrative skills. High level of financial management, People Management, client orientation, planning implementation, Monitoring and Strategic capabilities. exceptional report writing skills. Advanced computer literacy with expertise in data management Valid driver's license.

Duties: Coordinate the registration and deregistration of independent schools, Manage the closure of illegally operating schools, Coordinate monitor subsidies for independent schools, Coordinate and manage the registration and deregistration Home Education learners, Ensure Effective Monitoring and Evaluation of Independent Schools, Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Independent schools. Manage school information systems in Independent schools. Manage the development and ensure the implementation of policy, planning and monitoring procedures in Independent Schools. Facilitate the management and effective functioning of governance, leadership and management structures and co-ordinate the training of school governance and management structures. Develop a standardized system on school improvement planning. Intervene in poorly performing schools and introduce change management systems. Supervise and manage Subordinates and other participants in the sub-Directorate activities. Disseminate information to all stakeholders and report activities. Adhere to and promote statutory prescripts and constitutional imperatives in all independent schooling sector. Ensure compliance with National Policy Frameworks. Report to and participate in all appropriate provincial and other structures and processes.

Enquiries: Ms Mosibudi Makhubela

Telephone No: 071 474 6058

Sub-Directorate: Education Training and Special Pr **Section/ Unit:**

Reference Number: HO000410

Post Description: DCES: Educator Training and Development Support X3 Posts

Salary Scale: R 511 752.00 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. Post matric qualification in training and development will be an added advantage. The incumbent must have experience in the Training and Development Environment. Formal Training in Project Management, as well as Monitoring and Evaluation. Proven report writing and analysis abilities. Hands on experience and in-depth knowledge of policies underpinning Teacher Development. A sound knowledge of the National Qualification framework, National Curriculum Statements (NCS) and Curriculum and Assessment Policy Statement (CAPS). A sound knowledge of the education legislation and the necessary skill to coordinate and ensure professional development, management and support services to educators. The following will be added as advantage: Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. The ability to prepare concise and accurate research/evaluation reports based on empirical data, as well as the ability to think analytically and creatively. Other requirements are supervisory, organizational, report writing, time management, decision making, excellent interpersonal skills, ability to work independently, overtime, as well as have effective communication (both verbal and written) skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills are necessary in fulfilling the responsibilities associated with this post. The applicant must have Advanced Computer skills, with experience in the Microsoft Office Suite, i.e MS Word, Ms Excel, MS Power point, MS Access and MS Outlook. A Valid Driver's Licence.

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

Enquiries: Ms Gabisile Mavuso

Telephone No: 010 600 6160

Sub-Directorate: Education Training and Special Pr **Section/ Unit:**

Reference Number: HO000411

Post Description: SES: Educator Training and Development Support

Salary Scale: R415 245.00 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. Post matric qualification in training and development will be an added advantage. The incumbent must have experience in the Training and Development Environment. Formal Training in Project Management, as well as Monitoring and Evaluation. Proven report writing and analysis abilities. Hands on experience and in-depth knowledge of policies underpinning Teacher Development. A sound knowledge of the National Qualification framework, National Curriculum Statements (NCS) and Curriculum and Assessment Policy Statement (CAPS). A sound knowledge of the education legislation and the necessary skill to coordinate and ensure professional development, management and support services to educators. The following will be added as an advantage: Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. The ability to prepare concise and accurate research/evaluation reports based on empirical data, as well as the ability to think analytically and creatively. Other requirements are supervisory, organizational, report writing, time management, decision making, excellent interpersonal skills, ability to work independently, overtime, as well as have effective communication (both verbal and written) skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills are necessary in fulfilling the responsibilities associated with this post. The applicant must have Advanced Computer skills, with experience in the Microsoft Office Suite, i.e MS Word, Ms Excel, MS Power point, MS Access and MS Outlook. A Valid Driver's Licence.

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

Enquiries: Ms Gabisile Mavuso

Telephone No: 010 600 6160

Sub-Directorate: Public Ordinary Schools

Section/ Unit:

Reference Number: HO000412

Post Description: SES: Public Ordinary Schools X2 Posts

Salary Scale: R415 245.00 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. Good knowledge of relevant Education Legislation, Regulations and Policies Acts. Sound communication, proficiency in English, report writing, presentation, negotiation, conflict skills. A sound knowledge of Institutional Development and Support processes within Public Ordinary Schools. Extensive knowledge and understanding of global trends: in School Readiness, School Improvement, School Governance, Admissions and School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Matrix Management, Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license is essential.

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

Enquiries: Ms Mmule Madonsela

Telephone No: 011 843 6532

Sub-Directorate: Public Ordinary Schools

Section/ Unit:

Reference Number: HO000413

Post Description: DCES: School Governance X2 Posts

Salary Scale: R 511 752.00 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 relevant Education Legislation, Regulations and Policies. Sound communication, proficiency in English, report writing, presentation, negotiation, conflict management skills. A sound knowledge of Institutional Development and Support processes within Public Ordinary Schools. Extensive knowledge and understanding of global trends in: Learner Discipline in schools, effective Learner School Improvement programmes, School Governance Bodies(SGBs), Representative Council of Learners (RCLs), School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Matrix Management, Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license. In addition, Project Management qualification and legal background will be an added advantage.

Duties: Co-ordinate and monitor policy compliance regarding governance, learner school fee exemption, learner expulsion. Track the management and delivery of all activities within Public Ordinary Schools Directorate. Develop and facilitate the utilisation of operational systems. Develop systems to ensure the implementation of SASA. Identify challenges that schools have to meet in terms of the needs of the learners and educators. Develop Standard Operating procedures to address systemic needs as and when identified. Facilitate the management and effective functioning of governance (SGBs, RCLs and SMTs), academic and management structures. Establish and provide for the training needs of governance school management teams and RCLs for public schools in consultation with MGSLG. Develop and manage tracking systems for all queries received from the offices of the MEC, HOD and DDG. Conduct investigations, report and facilitate implementation of recommendations. Support and capacitate district and schools in line with the strategic objectives of the Department.

Enquiries: Ms Mmule Madonsela

Telephone No: 011 843 6532

Sub-Directorate: Public Ordinary Schools

Section/ Unit:

Reference Number: HO000414

Post Description: DCES: School Admin Services and Admissions X4 Posts

Salary Scale: R 511 752.00 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 relevant Education Legislation, Regulations and Policies Acts. Sound communication, proficiency in English, report writing, presentation, negotiation, conflict skills. A sound knowledge of Institutional Development and Support processes within Public Ordinary Schools. Extensive knowledge and understanding of global trends: in School Readiness, School Improvement, School Governance, Admissions and School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Matrix Management, Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license. In addition, Project Management qualification will be an added advantage.

Duties: Co-ordinate and monitor policy compliance regarding Governance and School Resourcing. Track the management and delivery of all activities within Public Ordinary Schools Directorate. Develop and facilitate the utilisation of operational systems. Develop systems to ensure the implementation of SASA. Identify challenges that schools have to meet in terms of the needs of the learners and educators. Conduct research on factors impacting positively on School Improvement and how schools manage change. Develop and manage tracking systems for all queries received from the offices of the MEC, HOD and DDG. Conduct investigations, report and facilitate implementation of recommendations. Support and capacitate district and schools in line with the strategic objectives of the Department. Assist with the processing of merger and closure applications for public schools.

Enquiries: Ms Mmule Madonsela

Telephone No: 011 843 6532

Sub-Directorate: FET Curriculum Coordination.

Section/ Unit: FET

Reference Number: HO000415

Post Description: DCES: Art Subjects

Salary Scale: R 511 752.00 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 organisational planning, proven management and analytical skills and credible curriculum management experience in the FET environment. A valid South African Drivers licence is essential. **COMPETENCIES:** Conversant with the National Curriculum Policy related to the specific Art subject/s. Comprehensive understanding of transformation issues and capacity building process in education to expand participation in the Arts Subjects. Ability to co-ordinate projects involving a variety of role players within the Arts. 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. 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, teacher and material development.

Duties: Co-ordinate all curriculum, assessment, and teacher development support initiatives relevant to the subject(s). develop appropriate short, medium and long-term strategies and initiatives to support Senior Subject Specialists(SSES's) and teachers within the FET Arts. Structure and facilitate the 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 SSES's.

Enquiries: Ms Florence Nxumalo

Telephone No: 011 355 0198

Sub-Directorate: Independent Schools

Section/ Unit:

Reference Number: HO000416

Post Description: DCES: Subsidisation X4 Posts

Salary Scale: R 511 752.00 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 Skills and conflict resolution in education management or equivalent. **Communication:** Effective communication to director, chief director other managers in department. Effective Communication to managers and the Directorate. Advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Change Management. Good understanding of the curriculum (policies and implementation). Educational management, governance and service delivery. Effective reports required i.e. Public Service statutory framework. **SKILLS:** Effective communication, Leadership and administrative skills. High level of financial management, People Management, client orientation, planning implementation, Monitoring and Strategic capabilities. exceptional report writing skills. Advanced computer literacy with expertise in data management Valid driver's license.

Duties: Coordinate the registration and deregistration of independent schools, Manage the closure of illegally operating schools, Coordinate monitor subsidies for independent schools, Coordinate and manage the registration and deregistration Home Education learners, Ensure Effective Monitoring and Evaluation of Independent Schools, Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Independent schools. Manage school information systems in Independent schools. Manage the development and ensure the implementation of policy, planning and monitoring procedures in Independent Schools. Facilitate the management and effective functioning of governance, leadership and management structures and co-ordinate the training of school governance and management structures. Develop a standardized system on school improvement planning. Intervene in poorly performing schools and introduce change management systems. Supervise and manage Subordinates and other participants in the sub-Directorate activities. Disseminate information to all stakeholders and report activities. Adhere to and promote statutory prescripts and constitutional imperatives in all independent schooling sector. Ensure compliance with National Policy Frameworks. Report to and participate in all appropriate provincial and other structures and processes.

Enquiries: Ms Mosibudi Makhubela

Telephone No: 071 474 6058

Sub-Directorate: DOM (Tshwane Region)

Section/ Unit:

Reference Number: HO000474

Post Description: DCES X2 Posts

Salary Scale: R 511 752.00 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 Mzwandile Mthembu

Telephone No: 071 474 6156

Sub-Directorate: Examinations Management

Section/ Unit:

Reference Number: HO000475

Post Description: SES: Examinations Policy and Monitoring

Salary Scale: R415 245.00 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. An appropriate Honours or Master's degree would be an advantage. Proven management and leadership abilities. 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, to mediate and 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 districts on monitoring, reporting, and evaluating departmental plans. Good communication skills (written and verbal) and interpersonal skills. Must have a drivers licence.

Duties: Develop, Mediate, Monitoring and evaluate the implementation of the National Senior Certificate external and internal examinations, AET Level 4 and Senior Certificate Examination plans. Report on the outcome of monitoring activities to various internal and external stakeholders through daily, weekly, monthly, quarterly, and annual reports on the state of the conduct of external and internal examinations in the province. Facilitation and writing of the performance reports of districts and examination centres through various reports and tracking the implementation of the examination policies. Analysis, verification and reporting of evidence data submitted. Ensure the reliability and credibility of data through benchmarking and standardization in line with provincial, national and international practices. Development of appropriate monitoring and data verification plans and tools. Ensure the effective management and maintenance of an operational information system for monitoring, evaluation and reporting. Develop policy guidelines to facilitate compliance. Monitor policy implementation and compliance and evaluate the impact of examination policies/legislation. Assist in the planning process by making inputs regarding benchmarking and drafting of performance measures, ensuring correlation between planning and reporting processes.

Enquiries: Sibonile Mbele

Telephone No: 010 601 8114

Sub-Directorate: Examinations Management

Section/ Unit:

Reference Number: HO000476

Post Description: SES: Examination Integrity Management

Salary Scale: R415 245.00 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. An appropriate Honours or Master's degree would be an advantage. Proven management and leadership abilities. 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 NSC and internal examinations, AET Level 4 and Amended Senior Certificate Examination plans. Develop and mediate Examination Instructions to the relevant stakeholders and examination officials at the district offices. Monitor Amended Senior Certificate; AET Level 4, National Senior Certificate, and NSC Preparatory Examinations. Manage the coordination of the state of readiness to administer and conduct the examinations with respect to audit of examination centres and points. Coordinate the training invigilation staff members and examination monitoring teams. Coordinate of the preparation for the examination monitoring processes. Coordinate the reporting systems during the writing and conduct of the examination. Develop operational and procurement planning and financial management for the unit. Interface with other sub-directorates within and outside the Examination Management Directorate. Liaise with other Sub-Directorates within the Chief Directorate and relevant stakeholders. Facilitate and co-ordinate the registration of Examination Centres for the NSC. Manage the National Senior Certificate and ABET Level 4 examinations in conjunction with the District Offices. Procure goods and services according to procedures and specifications as prescribed in the Unit's Budget. Co-ordinate the administration of the administrative and serious irregularities. Investigate and resolve the declared examination irregularities. Develop and maintain the database of declared irregularities and prepare irregularity report and pre-report and present to PEIC and NEIC. Develop to ensure that the examinations are administered and conducted with integrity and credibility. Manage the performance of the PS staff and CS staff.

Enquiries: Mr. Mafeta Mkhondo

Telephone No: 010 601 8011

Sub-Directorate: Education Research and Knowledge **Section/ Unit:** **Reference Number:** HO000478
Post Description: DCES: Education Research X 3 Posts **Salary Scale:** R 511 752.00per 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. 3 years' experience in the research environment. Experience in designing and conducting research initiatives, including generating high quality research reports. Experience in rendering support services to the executives. Advanced quantitative and qualitative analysis skills. Advanced knowledge of research processes, large data mining and analysis. Experience in analysing quantitative data using SPSS, STATA, and qualitative data using ATLAS.Ti or relevant software package. Knowledge of education system, project management, policy development, developing Terms of Reference and outsourcing research projects. Highly computer literacy skills (MS Word, MS Excel, MS PowerPoint, MS Internet and MS Outlook). Strong research skills, analytical, conceptual and formulation skills, strategic and leadership skills, interpersonal skills and team building. Excellent communications and presentation skills, planning, organizing, people management skills, problem solving skills, strong verbal and written skills. A driver's license is essential.

Duties: Support the development of Education Research Sub-directorate's activities including strategic and operational planning as well as budgeting, undertake desktop research to benchmark best education system internationally covering topical issues. Conduct regular curriculum trends analysis in order to guide the development of appropriate intervention and development programmes. Conduct empirical research to inform and support decision-making within the GDE on curriculum delivery issues. Contributes towards the development of Research Agenda of the department in consultation with the internal and external stakeholders. Assist in coordinating Research Governance Committee to inputs into the research activities of the department. Disseminate research findings through organising seminars, colloquiums, conferences etc and ensuring effective use of research findings for the development of relevant policies, systems and materials. Support with contributing towards knowledge creation through online publication of research articles, bulletin and policy briefs. Assist with the establishment of research network with local and international research organizations.

Enquiries: Ms Faith Tshabalala **Telephone No:** 011 355 0488

Sub-Directorate: Assessments **Section/ Unit:** ASDU **Reference Number:** HO000479
Post Description: SES: Assessments Systems and Policy Development X3 Posts **Salary Scale:** R 415 245.00 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. An appropriate Honours Degree would be an advantage. 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. Regina Chabedi **Telephone No:** 010 601 8022

Sub-Directorate: Assessments

Section/ Unit: SSQP

Reference Number: HO000480

Post Description: SES: Standard Settings and Quality Promotion

Salary Scale: R 415 245.00 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.. An appropriate Honours Degree would be an advantage. 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 and an accredited moderator would serve as an advantage. Training in Standard Setting would also be an advantage. 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 standards are maintained throughout the assessment processes to ensure fairness and reliability. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure equitable implementation of 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 and maintain Item Resource Bank. Ensure the implementation of guidelines on benchmarking and piloting of assessment items. Promote ICT and Online assessment. Training of educators in the development of quality / standardised assessment tasks / items and towards increasing the number of credited assessors/ moderators/ verifiers. Promote participation in the International benchmarking and standardisation of assessment outcomes. Develop, review, maintain and implement interventions to assist teachers with new innovations in the assessment administration. Conduct baseline assessment.

Enquiries: Ms. Regina Chabedi

Telephone No: 010 601 8022

Sub-Directorate: Assessments

Section/ Unit: Moderation and Qual

Reference Number: HO000481

Post Description: SES: Moderation and Quality Assurance X2 Posts

Salary Scale: R 415 245.00 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.. An appropriate Honours Degree would be an advantage. Hands on experience and knowledge in teacher development, curriculum, assessment and quality assurance 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. A qualification as an accredited assessor and an accredited moderator would serve as an advantage. Training in standard setting and quality assurance. Valid Driver's License.

Duties: Participate in the designing of the guidelines on all processes relevant to School Based Assessment. Provide support in the design and implementation of SBA, PATs and Oral assessment moderation policies and Standard Operations Procedures. Design moderation tools and the reporting template. Collaborate with internal and external stakeholders on internal assessment moderation processes. Work closely with Standard Setting and Quality Promotion Sub-directorate to determine and implement standards to promote fair application of principles of assessments. Organise SBA Roadshows. Promote, coordinate and support school, district, cluster and provincial based moderation. Organise and support external moderation and verification processes conducted by Umalusi and DBE. Coordinate Analytical moderation. Strengthen and support moderation of learner evidence of work and develop and collate reports for interventions. Issue National circular, prepare and issue a provincial memorandum on external moderation to selected districts and schools Prepare and submit SBA moderation findings to all stake holders. Monitor moderation at school and district level and organise school visits to support school assessment team coordinators and Deputy Principals. Promote ICT in schools. Support the functionality of DIACS. Conduct research on innovations in assessment.

Enquiries: Ms. Regina Chabedi

Telephone No: 010 601 8022

Johannesburg Central

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: LTSM

Reference Number: JC000417

Post Description: SES: LTSM X3 Posts

Salary Scale: R415 245.00 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 centres. 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: Mr. Linda Mabutho

Telephone No: 011 9832231

Sub-Directorate: Circuit Management & Support

Section/ Unit:

Reference Number: JC000418

Post Description: Cluster Leader X2 Posts

Salary Scale: R 511 752.00 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 and NCS. 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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation 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 are implemented according to plan. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Mr. Linda Mabutho

Telephone No: 011 983 2231

Johannesburg East

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special **Reference Number:** JE000419

Post Description: SES: Inclusion Facilitator X2 Posts **Salary Scale:** R415 245.00 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. Elizabeth Moloko **Telephone No:** 011 666 9109

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** JE000421

Post Description: SES: Afrikaans HL & FAL **Salary Scale:** R415 245.00 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

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase **Reference Number:** JE000422

Post Description: SES: Mathematics **Salary Scale:** R415 245.00 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: Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate structures.

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

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** JE000423

Post Description: SES: Mathematics **Salary Scale:** R415 245.00 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: Ms. Elizabeth Moloko **Telephone No:** 011 666 9109

Sub-Directorate: Transversal Human Resource Ser **Section/ Unit:** PMD **Reference Number:** JE000424

Post Description: DCES: Performance Management and Development **Salary Scale:** R 511 752.00 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 qualification in Human Resources Management will be an added advantage and have a valid driver's licence. Proven management and leadership skills. Sound communication (written & verbal), negotiation, and conflict 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 relevant education Sector legislation, policies, and collective agreement or resolutions guiding the implementation of Educator Performance Management system and PS staff Performance Management System in the public service. Excellent presentation/facilitation skills, report writing and analytical skills, people management and computer skills (electronic data management) including PERSAL.

Duties: Coordinate the implementation of IQMS and PMDS PS & CS policies and collective agreements within the District. Monitor and evaluate the implementation of Performance Management Systems and provide reports to Head Office. Analyse Performance Management Systems' outputs including moderation of the Performance Management Scores. Manage and resolve staff performance management queries and respond timeously to all relevant stakeholders. Manage the implementation of the District Service Excellent Awards (SEA). Develop Work Skills Plan, ensure the implementation thereof and provide Monthly, Quarterly and Annual Training reports. Oversee the provision of training and capacity development for School Based PS and Office Based Staff. Oversee the provision of Bursaries, Learnership and Internship programmes. Coordinate the District Skills Development Coordinating Team meetings. Manage the implementation of the departmental Employee Health and Wellness programmes including Occupational Health and Safety. Manage the human, physical and financial resources. Develop the Unit operational plan.

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

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** ECD/Foundation Ph **Reference Number:** JE000425

Post Description: Deputy Chief Education Specialist **Salary Scale:** R 511 752.00 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: Ms. Elizabeth Moloko **Telephone No:** 011 666 9109

Sub-Directorate: Information Systems and Strategi **Section/ Unit:** Policy & Planning **Reference Number:** JE000426

Post Description: DCES: Policy and Planning

Salary Scale: R 511 752.00 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, 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.

Duties: Co-ordination of District involvement in policy development, operational plans and budget compilation. Facilitate the operational planning process and provide technical support to the Director in this regard. Ensure the collation of operational plan in line with the MTEF process. Ensure appropriate allocation of resources for departmental programmes and transfers to schools in line with the funding of public schools policy. Prepare reports for the district manager, legislative bodies and stakeholders on the quality of education in the district and the state of operations on a quarterly basis. Ensure the reliability and credibility of data through benchmarking and standardization in line with national and international practices. Ensure convergence between planning and operational data, and systems. Review emerging technologies and improve planning information systems. Ensure an effective management information system and monitor the implementation of district plans. Manage the district information system. Maintain operational information for management support and decision-making and resource targeting. Establishment and maintenance of constructive partnerships and representative structures.

Enquiries: Ms. Elizabeth Moloko

Telephone No: 011 666 9109

Johannesburg North

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: Extra-Curricular Prog **Reference Number:** JN000427

Post Description: SES: Sports

Salary Scale: R415 245.00 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. N Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase

Reference Number: JN000428

Post Description: SES: Technology

Salary Scale: R415 245.00 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. N Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Education Support

Section/ Unit: LTSM

Reference Number: JN000429

Post Description: SES: Library Services

Salary Scale: R415 245.00 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 centres. 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. N Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Curriculum Management & Delive

Section/ Unit: Senior Phase

Reference Number: JN000430

Post Description: SES: English and Afrikaans

Salary Scale: R415 245.00 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. N Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special

Reference Number: JN000431

Post Description: SES: Inclusion Facilitator X3 Posts

Salary Scale: R415 245.00 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. N Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Curriculum Management & Delive

Section/ Unit: Senior Phase

Reference Number: JN000432

Post Description: SES: Life Orientation

Salary Scale: R415 245.00 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. N Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Information Systems and Strategi **Section/ Unit:** Policy & Planning **Reference Number:** JN000433

Post Description: DCES: Policy and Planning

Salary Scale: R 511 752.00 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, 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.

Duties: Co-ordination of District involvement in policy development, operational plans and budget compilation. Facilitate the operational planning process and provide technical support to the Director in this regard. Ensure the collation of operational plan in line with the MTEF process. Ensure appropriate allocation of resources for departmental programmes and transfers to schools in line with the funding of public schools policy. Prepare reports for the district manager, legislative bodies and stakeholders on the quality of education in the district and the state of operations on a quarterly basis. Ensure the reliability and credibility of data through benchmarking and standardization in line with national and international practices. Ensure convergence between planning and operational data, and systems. Review emerging technologies and improve planning information systems. Ensure an effective management information system and monitor the implementation of district plans. Manage the district information system. Maintain operational information for management support and decision-making and resource targeting. Establishment and maintenance of constructive partnerships and representative structures.

Enquiries: Ms. N Mashazi

Telephone No: 011 694 9321

Johannesburg South

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Head of the District **Section/ Unit:** Labour Relations **Reference Number:** JS000434

Post Description: SES: Labour Relations **Salary Scale:** R415 245.00 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: Mr. Patrick Sesane **Telephone No:** 011 247 5944

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special **Reference Number:** JS000435

Post Description: SES: Inclusion Facilitator X3 Posts **Salary Scale:** R415 245.00 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. Patrick Sesane: **Telephone No:** 011 247 5944

Johannesburg West

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase **Reference Number:** JW000436

Post Description: SES: Social Science **Salary Scale:** R415 245.00 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 Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** JW000437

Post Description: SES: English Home Language **Salary Scale:** R415 245.00 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: Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate

Enquiries: Mr. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase **Reference Number:** JW000438

Post Description: SES: African Languages **Salary Scale:** R415 245.00 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. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** JW000439

Post Description: SES: Afrikaans **Salary Scale:** R415 245.00 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. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** JW000440
Post Description: SES: Physical Science **Salary Scale:** R415 245.00 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. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Head of the District **Section/ Unit:** Labour Relations **Reference Number:** JW000441
Post Description: DCES: Labour Relations **Salary Scale:** R 511 752.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field and 3 years in Labour Relations with credible relevant management experience. Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

Duties: Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute, as well as ensuring sound Employment Relations. Promote efficient labour relations policies. Maintain labour peace within the organization.

Enquiries: Mr. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase **Reference Number:** JW000442

Post Description: SES: English HL **Salary Scale:** R415 245.00 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. Coordinate, monitor and ensure that the implementation of special projects (e.g. SSIP, LETU), Monitoring of special interventions of institutions, Administrations of unit (e.g. tutor claims). Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs.

Enquiries: Mr. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** FET **Reference Number:** JW000443

Post Description: SES: Mathematics **Salary Scale:** R415 245.00 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: Mr. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase **Reference Number:** JW000444

Post Description: SES: Afrikaans **Salary Scale:** R415 245.00 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: Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate structures.

Enquiries: Mr Lizwe Jafta **Telephone No:** 011 831 5433

Sedibeng East

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: LTSM

Reference Number: SE000445

Post Description: SES: Library Services

Salary Scale: R 415 245.00 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. Proven management and leadership abilities. Hands-on experience and knowledge in teacher development. A sound knowledge of the relevant education legislation and policies (NCS, FET Act, ABET Act, Skills development Act, etc.) Knowledge of LTSM process. Proven experience in managing people, projects and finances. Ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Strong interest in education support systems. Analytical and report writing skills. Computer literate. Valid driver's license.

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

Enquiries: Ms Rishile Chauke

Telephone No: 016 440 1718

Sub-Directorate: Education Support

Section/ Unit:

Reference Number: SE000446

Post Description: SES: LTSM

Salary Scale: R 415 245.00 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 Rishile Chauke

Telephone No: 016 440 1718

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** SE000447

Post Description: SES: Mathematics **Salary Scale:** R 415 245.00 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 Rishile Chauke **Telephone No:** 016 440 1718

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** SE000448

Post Description: SES: Mathematics Literacy **Salary Scale:** R 415 245.00 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 Rishile Chauke **Telephone No:** 016 440 1718

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

Reference Number: SE000449

Post Description: SES: Accounting

Salary Scale: R 415 245.00 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: Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate structures.

Enquiries: Ms Rishile Chauke

Telephone No: 016 440 1718

Sedibeng West

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Senior Phase **Reference Number:** SW000450

Post Description: SES: African Languages **Salary Scale:** R 415 245.00 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 B Mlotshwa **Telephone No:** 016 594 9207

Sub-Directorate: Education Support **Section/ Unit:** Inclusion & Special **Reference Number:** SW000451

Post Description: SES: Inclusion Facilitator **Salary Scale:** R 415 245.00 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. 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: 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 B Mlotshwa **Telephone No:** 016 594 9207

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** SW000452

Post Description: SES: Life Science **Salary Scale:** R 415 245.00 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. 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 B Mlotshwa **Telephone No:** 016 594 9207

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Foundation Phase **Reference Number:** SW000453

Post Description: SES: African Languages **Salary Scale:** R 415 245.00 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 B Mlotshwa **Telephone No:** 016 594 9207

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** SW000454
Post Description: Cluster Leader **Salary Scale:** R 511 752.00 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 B Mlotshwa **Telephone No:** 016 594 9207

Sub-Directorate: Transversal Human Resource Ser **Section/ Unit:** PMD **Reference Number:** SW000455
Post Description: DCES: Performance Management and Development **Salary Scale:** R 511 752.00 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, 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 implementation of IQMS and PMDS PS & CS policies and collective agreements within the District. Monitor and evaluate the implementation of Performance Management Systems and provide reports to Head Office. Analyse Performance Management Systems' outputs including moderation of the Performance Management Scores. Manage and resolve staff performance management queries and respond timeously to all relevant stakeholders. Manage the implementation of the District Service Excellent Awards (SEA). Develop Work Skills Plan, ensure the implementation thereof and provide Monthly, Quarterly and Annual Training reports. Oversee the provision of training and capacity development for School Based PS and Office Based Staff. Oversee the provision of Bursaries, Learnership and Internship programmes. Coordinate the District Skills Development Coordinating Team meetings. Manage the implementation of the departmental Employee Health and Wellness programmes including Occupational Health and Safety. Manage the human, physical and financial resources. Develop the Unit operational plan.

Enquiries: Ms B Mlotshwa **Telephone No:** 016 594 9207

Tshwane North

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** FET **Reference Number:** TN000456

Post Description: SES: Tourism **Salary Scale:** R 415 245.00 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 Rejoice Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Education Support **Section/ Unit:** Extra-Curricular Prog **Reference Number:** TN000457

Post Description: SES: Extra-Curricular Programmes **Salary Scale:** R 415 245.00 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. Rejoice Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** **Reference Number:** TN000458

Post Description: SES: Teacher Development **Salary Scale:** R 415 245.00 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 Rejoice Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Intermediate Phase **Reference Number:** TN000459

Post Description: DCES :Intermediate Phase **Salary Scale:** R 511 752.00 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 Senior Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior Phase Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of Senior Phase educators and programmes Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

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

Sub-Directorate: Transversal Human Resource Ser **Section/ Unit:** PMD **Reference Number:** TN000460

Post Description: SES: IQMS & PMDS **Salary Scale:** R 415 245.00 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: Implement, co-ordinate and manage the GDE Performance management Strategy and systems within the district, implement analyse, interpret, Monitoring and report on all the actual HR Performance Management Systems within the GDE. Co- ordinate the collection and analyses of statistical Data in line within the different time cycles for the separate performance Management systems. Maintain and analyse a prioritized register of all HR performance management documents/policies as well as prioritized list of performance management documents/policies. Improve HR performance and capacity through the availability of quality information. Train, Develop, Support and Monitor PMDS and IQMS.

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

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Early Childhood Dev **Reference Number:** TN000461

Post Description: DCES: ECD/Foundation Phase **Salary Scale:** R 511 752.00per 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: Ms. Rejoice Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Curriculum Management and Deli **Section/ Unit:** Senior Phase **Reference Number:** TN000462

Post Description: DCES: Senior Phase **Salary Scale:** R 511 752.00 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 Senior Phase Unit. Management of Human resources in the Senior Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Senior Phase Unit. Ensuring the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Ensuring the establishment and substance of appropriate structures, mechanisms, processes and procedure to facilitate the development and implementation of curriculum. Developing appropriate and implementable short, medium and long-term strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of Senior Phase educators and programmes Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

Enquiries: Ms. Rejoice Manamela

Telephone No: 012 543 4313

Tshwane South

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Early Childhood Dev **Reference Number:** TS000463

Post Description: SES: Grade R **Salary Scale:** R 415 245.00 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 6317

Sub-Directorate: Education Support **Section/ Unit:** Extra-Curricular Prog **Reference Number:** TS000464

Post Description: SES: Extra-Curricular Programmes **Salary Scale:** R 415 245.00 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 Thabiso Mphosi **Telephone No:** 012 401 6317

Sub-Directorate: Transversal Human Resource Ser **Section/ Unit:** PMD

Reference Number: TS000465

Post Description: SES: IQMS & PMDS X2 Posts

Salary Scale: R 415 245.00 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: Implement, co-ordinate and manage the GDE Performance management Strategy and systems within the district, implement analyse, interpret, Monitoring and report on all the actual HR Performance Management Systems within the GDE. Co- ordinate the collection and analyses of statistical Data in line within the different time cycles for the separate performance Management systems. Maintain and analyse a prioritized register of all HR performance management documents/policies as well as prioritized list of performance management documents/policies. Improve HR performance and capacity through the availability of quality information. Train, Develop, Support and Monitor PMDS and IQMS.

Enquiries: Mr Thabiso Mphosi

Telephone No: 012 401 6317

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Intermediate Phase **Reference Number:** TS000466

Post Description: SES: Mathematics

Salary Scale: R 415 245.00 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 Thabiso Mphosi

Telephone No: 012 401 6317

Sub-Directorate: Head of the District

Section/ Unit: Labour Relations

Reference Number: TS000467

Post Description: SES: Labour Relations

Salary Scale: R 415 245.00 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: Mr Thabiso Mphosi

Telephone No: 012 401 6317

Tshwane West

VACANCY LIST 2020 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Early Childhood Dev **Reference Number:** TW000468

Post Description: SES: English and Afrikaans (ECD & Foundation Phase) **Salary Scale:** R 415 245.00 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: Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate structures.

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

Sub-Directorate: Transversal Human Resource Ser **Section/ Unit:** PMD **Reference Number:** TW000469

Post Description: DCES: PMD **Salary Scale:** R 511 752.00per 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 qualification in Human Resources Management will be an added advantage. A valid driver's licence. Proven management and leadership skills. Sound communication (written & verbal), negotiation, and conflict 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 relevant education Sector legislation, policies, and collective agreement or resolutions guiding the implementation of Educator Performance Management system and PS staff Performance Management System in the public service. Excellent presentation/facilitation skills, report writing and analytical skills, people management and computer skills (electronic data management) including PERSAL.

Duties: Coordinate the implementation of IQMS and PMDS PS & CS policies and collective agreements within the District. Monitor and evaluate the implementation of Performance Management Systems and provide reports to Head Office. Analyse Performance Management Systems' outputs including moderation of the Performance Management Scores. Manage and resolve staff performance management queries and respond timeously to all relevant stakeholders. Manage the implementation of the District Service Excellent Awards (SEA). Develop Work Skills Plan, ensure the implementation thereof and provide Monthly, Quarterly and Annual Training reports. Oversee the provision of training and capacity development for School Based PS and Office Based Staff. Oversee the provision of Bursaries, Learnership and Internship programmes. Coordinate the District Skills Development Coordinating Team meetings. Manage the implementation of the departmental Employee Health and Wellness programmes including Occupational Health and Safety. Manage the human, physical and financial resources. Develop the Unit operational plan.

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

Sub-Directorate: Circuit Management & Support

Section/ Unit:

Reference Number: TW000470

Post Description: Cluster Leader

Salary Scale: R 511 752.00 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 and NCS. 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 leadership, management and governance. Provide schools with broad curriculum support. 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. Evaluation of 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 are implemented according to plan. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions process. 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 his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

Enquiries: Ms Priscilla Ravele

Telephone No: 012 725 1451

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special

Reference Number: TW000471

Post Description: SES:Inclusion Facilitator X2 Posts

Salary Scale: R 415 245.00 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

Sub-Directorate: Education Support **Section/ Unit:** Extra-Curricular Prog **Reference Number:** TW000472

Post Description: SES: Extra-Curricular Programmes (X2 Posts) **Salary Scale:** R 415 245.00 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. Priscilla Ravele **Telephone No:** 012 725 1451

Sub-Directorate: Curriculum Management & Delive **Section/ Unit:** Senior Phase **Reference Number:** TW000473

Post Description: SES: EMS **Salary Scale:** R 415 245.00 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. Priscilla Ravele **Telephone No:** 012 725 1451
