

Ekurhuleni South

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** Early Childhood Dev & **Reference Number:** ES000490

Post Description: SES: Assessment **Salary Level :** R421 473.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field with credible, relevant management experience Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist 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. Xolani Kheswa **Telephone No:** 011 389 6062

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** ES000491

Post Description: SES: Mathematics **Salary Level :** R421 473.00 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. Xolani Kheswa **Telephone No:** 011 389 6062

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** **Reference Number:** ES000492

Post Description: SES: E-Learning **Salary Level :** R421 473.00 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 E-Learning. Experience in developing teachers on E-Learning solution strategy. A sound Knowledge of ICT school based committee. Ability to work independently as well as in a team and under pressure. Good written and verbal skills. Computer skills in word, Power Point, Outlook and all other relevant packages, Report writing skills. Valid Driver's License.

Duties: Enable the learning system to accommodate a diversity of learning needs to prevent learning breakdown and exclusion. To enhance quality teaching, access to e-content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of "Schools of the Future"; School Administration and Management System (SA SAMS). Promote ICT integration in curriculum; Support usage of e-content in full ICT Schools; Monitor usage of smart boards and tablets.

Enquiries: Mr. Xolani Kheswa **Telephone No:** 011 389 6062

Gauteng East

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Head of the District **Section/ Unit:** Dispute Management **Reference Number:** GE000478

Post Description: SES: Labour Relations **Salary Level :** R421 473.00 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 Mpho Leotlela **Telephone No:** 011 736 0717

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** FET **Reference Number:** GE000481

Post Description: SES: Physical Science **Salary Level :** R421 473.00 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 Serv **Section/ Unit:** **Reference Number:** GE000482

Post Description: SES: PMD X2 POSTS **Salary Level :** R421 473.00 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 & Deliver **Section/ Unit:** Intermediate Phase **Reference Number:** GE000483

Post Description: SES: Life Skills **Salary Level :** R421 473.00 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 JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** FET **Reference Number:** GN000500

Post Description: SES: Economics **Salary Level :** R421 473.00 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. Patrick Landela **Telephone No:** 012 846 3754

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** GN000501

Post Description: DCES: Intermediate Phase **Salary Level :** R 519 429.00 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 Intermediate Phase Unit. Management of Human resources in the Intermedidate Phase Unit. Facilitating curriculum and teacher development and support initiatives relevant to Intermediate 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 Patrick Landela **Telephone No:** 012 846 3754

Sub-Directorate: Education Support

Section/ Unit: Extra-Curricular Progr

Reference Number: GN000502

Post Description: SES: Value and School Safety

Salary Level : R421 473.00 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 National Identity Programmes, Patriotic programmes and Competitive programmes. Promote, monitor and support mass participation in extra-curricular in Partnership with Sister departments, NGO's and Stakeholders. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports and Extra-Curricular programmes. Promote inclusion through participatory social cohesion programmes for the enhancement of constitutional democracy. Compile weekly, monthly and quarterly reports based on school and District Activities. Perform school visits for the promotion and support of extra-curricular and sporting activities in schools. Attend all sport and extra-curricular meetings organized by the provincial office for the promotion of extra-curricular programmes in schools.

Enquiries: Mr Patrick Landela

Telephone No: 012 846 3754

Gauteng West

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit:

Reference Number: GW000486

Post Description: DCES: E-Learning

Salary Level : R 519 429.00 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: Ms Louisa Dhlamini

Telephone No: 011 660 4581

Sub-Directorate: Curriculum Management and Deliv

Section/ Unit: Senior Phase

Reference Number: GW000493

Post Description: SES: Assessment

Salary Level : R421 473.00 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

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** GW000494

Post Description: SES: Social Science **Salary Level :** R421 473.00 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

Sub-Directorate: Head of the District **Section/ Unit:** Dispute Management **Reference Number:** GW000495

Post Description: DCES: Dispute Management **Salary Level :** R 519 429.00 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. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Qualification in labour Relations and related field serves as added advantage. Valid Driver's License.

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

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

Sub-Directorate: Circuit Management and Support

Section/ Unit:

Reference Number: GW000545

Post Description: Cluster Leader X2 Posts

Salary Level : R 519 429.00 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. Louisa Dhlamini

Telephone No: 011 660 4581

Head Office

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Inclusion and Special Schools

Section/ Unit:

Reference Number: HO000503

Post Description: DCES: Physio Therapist

Salary Level : R 519 429.00 per annum

Requirements: An appropriate qualification that allows registration with the HPCSA as a Physiotherapist, Independent Practice. Have knowledge and understanding of education legislation and policies, specifically White Paper 6 as well as the National and Gauteng Policies on Screening, Identification, Assessment and Support (SIAS). Promote inclusive education which includes promoting access to quality public funded education for learners with disabilities: this includes accessing academic learning, the acquisition of practical skills as well as participation in sporting and cultural activities. Have experience in working as part of a team and collaborating with stakeholders. Take initiative, work under pressure and problem-solve. Have computer skills. Coordinate, monitor, and support staff and parents in schools as well as members of District-based Support Teams and School Based Support Teams. The job involves travelling and therefore a valid driver's licence is a requirement.

Duties: Coordinate, monitor and support the rendering of learner support services in the province, focusing on Physiotherapy scope of practice. Coordinate, monitor and support relevant departmental continued Professional Development activities. Ensure learner support at schools is aligned to the National and Provincial SIAS policies. Submit reports, providing required data and accounting for activities/programmes as requested. Participate in projects, programmes, initiatives, and tasks undertaken by the Directorate: Inclusion and Special Schools.

Enquiries: Ms Palesa Mabusela

Telephone No: 060 997 2818

Sub-Directorate: Inclusion and Special Schools

Section/ Unit:

Reference Number: HO000504

Post Description: DCES:Psychological Services Specialist

Salary Level : R 519 429.00 per annum

Requirements: An appropriate, recognized master's degree in Educational Psychology and current Registration with the HPCSA as an Educational Psychologist, Independent Practice. Management and leadership abilities. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS], Gauteng SIAS Policy and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license.

Duties: Comment on and implement policy. Manage and expand inclusive education support services. Conduct psycho-educational assessments write appropriate reports and provide feedback on assessments conducted, Identifying appropriate assessment tools for procurement and mediation
Be an active member of the District Based Support Team (DBST).Facilitate appropriate placements for learners. Guide on the development of the learning and developmental programmes including intervention programmes as well as Individual Support Plans. Monitor and support the implementation of the Individual Support Plans.

Enquiries: Ms Palesa Mabusela

Telephone No: 060 997 2818

Sub-Directorate: DOM (Westrand & Sedibeng)

Section/ Unit:

Reference Number: HO000505

Post Description: DCES X2 Posts

Salary Level : R 519 429.00 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: Denise Pillay

Telephone No: 011 355 0315

Sub-Directorate: Early Childhood Development

Section/ Unit:

Reference Number: HO000522

Post Description: DCES: Grade R Management

Salary Level : R 519 429.00 per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Sound knowledge of relevant Education Legislation, Regulations and Acts, particularly South African Schools Act, PFMA, Education White Paper 5 on Early Childhood Development, The National Norms and Standards for Funding Grade R and ECD Function Shift. Knowledge of Universalization Programme for Grade R; Proven experience in managing data, Matrix Management, Project Management, Financial Management, Strategic and Operational Planning. Computer literate in MS Word, MS Power Point, MS Excel, and Outlook. Good report writing and analytical skills. Ability to work under pressure as well as to work extra hours. Knowledge of Matrix Management, Project, People and Financial Management. Point and Outlook. A valid driver's license

Duties: Co-ordinate and manage the Registration, funding and resourcing of Grade R Sites; establishment and maintenance of Provincial Data base of Grade R sites, practitioners and qualifications. Completion of Universalisation programme. Mediation of National and Provincial Policy on Grade R, Circulars as well as the Grade R Regulations. Manage process and procedures of payment of Resource Allocation. Management of existing and new Grade R Practitioner contracts and Quality assure the process. Manage the termination and replacement of practitioners. Verify training and resource provisioning. Generate programmes and project reports. Prepare operational, weekly, quarterly & monthly key deliverable reports.

Enquiries: Ms Ntsiki Mngomezulu

Telephone No: 066 487 - 2771

Sub-Directorate: FET Curriculum Coordination **Section/ Unit:** Curriculum Developm **Reference Number:** HO000525

Post Description: DCES: Civil Technology **Salary Level :** R 519 429.00 per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Good organisational planning, proven management and analytical skills, and credible curriculum management experience in the FET environment and a valid South African driver's license is essential. **COMPTENCIES:** Conversant with the National Curriculum Policy related to specific Civil Technology subject specialisations; Civil Services, Construction and Woodworking. Comprehensive understanding of the education system particularly CAPS, Assessment, teacher development, curriculum development, and the prescripts of policies, and legislation. An understanding of transformation issues and capacity building processes in education to expand participation in the Civil Technology subject specialisations. Ability to co-ordinate projects and Skills programmes involving a variety of role players within the Civil Technology environment. The ability to work within a team and independently as well as work well under pressure to meet deadlines. Good communication (verbal and written) skills and advanced computer literacy in MS Word, Excel, PowerPoint is essential. 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 skills development support initiatives relevant to the subject specialisations. Develop appropriate short, medium, and long-term strategies and initiatives to support Senior Subject Specialists (SEs) and teachers within the FET Civil Technology field. Structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non - governmental sectors. Ensure the establishment of appropriate systems, structures, mechanisms, processes, and procedure to facilitate the development, support, and maintenance of curriculum in the field of expertise. Analyse data to inform purpose of planning, reviewing, reporting, and disseminating information to district SEs's.

Enquiries: Ms Bongekile Nxumalo **Telephone No:** 064 880 0355

Sub-Directorate: FET Curriculum Coordination **Section/ Unit:** Curriculum Developm **Reference Number:** HO000529

Post Description: DCES: Life Orientation **Salary Level :** R 519 429.00 per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Good organisational planning, proven management and analytical skills, Conversant with the National Curriculum Policy related to Life Orientation and Religion Studies. Comprehensive understanding of the education system particularly CAPS, Assessment, teacher development, curriculum development, and the prescripts of policies, and legislation. An understanding of transformation issues and capacity building processes in education to expand participation in Religion Studies subject. Ability to co-ordinate projects and Skills programmes involving a variety of role players within the Life Orientation environment. The ability to work within a team and independently as well as work well under pressure to meet deadlines. Good communication (verbal and written) skills and advanced computer literacy in MS Word, Excel, PowerPoint is essential. 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. A valid South African driver's license is essential.

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

Enquiries: Ms Bongekile Nxumalo **Telephone No:** 064 880 0355

Sub-Directorate: FET Curriculum Coordination **Section/ Unit:** Curriculum Developm **Reference Number:** HO000539

Post Description: DCES: Business Studies **Salary Level :** R 519 429.00 per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. Good organisational planning, proven management and analytical skills, and credible curriculum management experience in the FET environment. A valid South African driver's license is essential. Conversant with the National Curriculum Policy related to Business Studies. Comprehensive understanding of the education system particularly CAPS, Assessment, teacher development, curriculum development, and the prescripts of policies, and legislation. An understanding of transformation issues and capacity building processes in education to expand participation and enhance performance in Business Studies. Ability to co-ordinate projects and Skills programmes involving a variety of role players within the Business Studies environment. The ability to work within a team and independently as well as work well under pressure to meet deadlines. Good communication (verbal and written) skills and advanced computer literacy in MS Word, Excel, PowerPoint is essential. 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 skills development support initiatives relevant to Business Studies. Develop appropriate short, medium, and long-term strategies and initiatives to support Senior Subject Specialists (SESs) and teachers within the relevant FET field. Structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non -governmental sectors. Ensure the establishment of appropriate systems, structures, mechanisms, processes, and procedure to facilitate the development, support, and maintenance of curriculum in the field of expertise. Analyse data to inform purpose of planning, reviewing, reporting, and disseminating information to district SES's.

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

Sub-Directorate: Quality Assurance **Section/ Unit:** **Reference Number:** HO000540

Post Description: DCES: Systemic Evaluation **Salary Level :** R 519 429.00 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. A sound knowledge of Education Policy and Legislation environment. Hands-on experience and knowledge in assessment and curriculum development policy and practice. A sound knowledge of the National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. An understanding of Systemic Evaluation processes, External Whole-school Evaluation and Integrated Quality Management System. Proven experience of both Qualitative and Quantitative research methodology. Report writing and analytical skills. Knowledge of matrix and project management. Ability to work under pressure and meet deadlines. 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 (MS Office). Valid driver's license. A willingness to frequently work extended hours.

Duties: Co-ordinate International, National and Provincial Systemic Evaluation surveys at exit points. Develop learner assessment instruments. Analysis of data collected from schools and report writing. Compile learner, school and district profiles emanating from the findings of Systemic Evaluation and other studies. Conduct colloquia road shows to present International studies, National Systemic Evaluation and Provincial Assessment reports. Co-ordinate development of intervention strategies emanating from the findings of Systemic Evaluation and other International and National studies reports e.g., TIMMS, PIRLS, TALIS etc. Coordinate Oral Reading Fluency Assessment in Primary Schools. Conduct research on current trends in learner achievement and learner performance and provide feedback across all districts. Conduct the administration of Systemic Evaluation and all other studies instruments. Conduct and coordinate presentations to share the findings of all studies conducted. Participate in Quality Assurance and matrix management activities e.g., monitoring of external Grade 12 National Senior Certificate Examinations and School Effectiveness visits, evaluate underperforming schools. Contribute to External Whole-school Evaluation in education context and any other activity in the Directorate.

Enquiries: Dr Rusty Nel **Telephone No:** 011 049 8000

Sub-Directorate: Quality Assurance

Section/ Unit: WSE

Reference Number: HO000541

Post Description: DCES: Secondary School (Mathematics and Physical Science)

Salary Level : R 519 429.00 per annum

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

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

Enquiries: Mr PD Misser

Telephone No: 011 049 8000

Sub-Directorate: Quality Assurance

Section/ Unit:

Reference Number: HO000542

Post Description: DCES: Service Delivery Oversight (SDO)

Salary Level : R 519 429.00 per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years' experience in educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and FET curriculum in a relation to a specific subject /s. Sound and deep understanding of CAPS and Assessment Policies and Practices. An understanding of Education Focus Evaluation processes, External Whole- school Evaluation, Quality Management System (QMS) and Systemic Evaluation. An assessors / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience. Report writing and Power-point presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meeting, on-line platforms and understanding of conducting various types of evaluations and investigations (virtual/ hybrid or blended/ face-to-face). The ability to ensure continuous quality education across GDE schools. Computer skills (Ms Word, Ms Power-point, Ms Excel, Ms Access, Ms Outlook, Google Forms and Tools and analytical programmes). Valid driver's license.

Duties: Plan and coordinate the work of Service Delivery Oversight Unit. Coordinate Focus Evaluations of Underperforming Schools in the province (Primary and Secondary) and other focus evaluations as determined by Senior Management in GDE. Coordinate all investigations referred to by the MEC, HOD and DDG within the timeframes provided by GDE Top Management and provide prompt feedback. Lead the process of conducting various types of focus evaluation using on-line platforms and tools. Report on progress against the Operational Plan of the Unit and expenditure patterns. Conduct research on current trends on evaluations to inform evaluation processes. Manage all activities of the Unit and report on each individual activity and the budget. Conduct PMDS of all staff allocated to Service Delivery Oversight. Quality Assure all reports compiled in the Unit. Ensure evaluated schools receive the final SDO reports including investigations reports. Lead the analysis of the SDO reports and the process of providing feedback to Schools, Districts and Head Office Directorates. Evaluate the support provided to schools by Districts. Compile GDE Quarterly report on the activities of the unit. Coordinate quarterly oversight visits to all identified Underperforming Schools and compile quarterly progress reports of all schools visited. Participate in Quality Assurance all matrix management activities etc.

Enquiries: Mr PD Misser

Telephone No: 011 049 8000

Sub-Directorate: Quality Assurance

Section/ Unit: WSE

Reference Number: HO000543

Post Description: DCES: Primary School (EMS: Intermediate Phase)

Salary Level : R 519 429.00 per annum

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

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

Enquiries: Dr Rusty Nel

Telephone No: 011 049 8000

Sub-Directorate: Quality Assurance

Section/ Unit: WSE

Reference Number: HO000546

Post Description: DCES: Secondary School (EMS)

Salary Level : R 519 429.00 per annum

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

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

Enquiries: Mr PD Misser

Telephone No: 011 049 8000

Sub-Directorate: Inclusion and Special Schools

Section/ Unit:

Reference Number: HO000547

Post Description: DCES: inclusion and Support X2 Posts

Salary Level : R 519 429.00 per annum

Requirements: A recognized three or four-year teaching qualification, plus 8 years' experience in the educational field with. Registered with SACE. Relevant management experience. Hands-on experience and knowledge in teacher development, curriculum differentiation and teaching practice. Knowledge of the relevant education legislation such as White Paper 6, the National and Gauteng SIAS Policies, the Gauteng Policy on the Configuration and Establishment of Full-Service Schools and Special Schools as Resource Centres in Gauteng, the National Guidelines to Respond to Learner Diversity in the Classroom. Ability to co-ordinate projects and tasks involving a range of stakeholders. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

Duties: Coordinate, monitor and support districts, schools and stakeholders towards functional School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement processes related to early identification of barriers, baseline assessments, appropriate referral processes and procedures, appropriate support provisioning, the development of Individual Learner Support Plans and tracking the progress of its implementation. Monitor and support the general implementation of the SIAS Policy which comprises for example supporting stakeholders in curriculum differentiation, specifically for Full Service Schools (FSSs) and Special Schools; supporting Special Schools as Resource Centres well as preparing schools for further designation as FSSs and SSRCs; supporting the application and implementation of assessment accommodations; train, and coordinate the training, implementation and monitoring of SIAS related knowledge, competencies and skills.

Enquiries: Ms Palesa Mabusela

Telephone No: 060 997 2818

Sub-Directorate: Quality Assurance

Section/ Unit: WSE

Reference Number: HO000548

Post Description: DCES: Secondary (English /Afrikaans)

Salary Level : R 519 429.00 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 sound knowledge of Education Acts, Policy and Legislation. Extensive knowledge of GET and FET curriculum in a relation to a specific subject/s, sound and deep understanding of CAPS and Assessment policies and practices. An understanding of External Whole-school evaluation, Quality Management System (QMS) and Service Delivery Oversight processes. An assessor / moderator qualification will be an added advantage. Proven experience of both Qualitative and Quantitative research methodology. School Management or District Management experience will be an added advantage. Report writing and PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. A willingness to frequently work extended hours and travel across the province. Knowledge and experience with MS Teams Meetings, On-line platforms and understanding of conducting various types of evaluations (virtual/hybrid or blended/face-to-face). Computer skills (Google Forms and Tools, MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook and Analytical Programmes). Valid driver's license.

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

Enquiries: Mr PD Misser

Telephone No: 011 049 8000

Johannesburg Central

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special Sc

Reference Number: JC000489

Post Description: SES: Inclusion & Special Schools

Salary Level : R421 473.00 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 Linda Mabutho

Telephone No: 011 983 2231

Johannesburg East

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit:

Reference Number: JE000527

Post Description: DCES: E-Learning

Salary Level : R 519 429.00 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: Ms Elizabeth Moloko

Telephone No: 011 666 9109

Sub-Directorate: Curriculum Management & Deliver

Section/ Unit: Early Childhood Dev &

Reference Number: JE000528

Post Description: SES: Grade R

Salary Level : R421 473.00 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. Elizabeth Moloko

Telephone No: 011 666 9109

Johannesburg North

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** JN000517

Post Description: Cluster Leader X2 **Salary Level :** R 519 429.00 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. Nelisiwe Mashazi **Telephone No:** 011 694 9321

Sub-Directorate: Transversal Human Resource Serv **Section/ Unit:** PMDS **Reference Number:** JN000518

Post Description: DCES: Performance Management and Development **Salary Level :** R 519 429.00 per annum

Requirements: A recognised three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. A qualification in Human Resources Management will be an added advantage. Must be registered with SACE and have a valid driver's licence. Proven management and leadership skills. Sound communication (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. Nelisiwe Mashazi **Telephone No:** 011 694 9321

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special Sc

Reference Number: JN000519

Post Description: SES: Inclusion & Special Schools (X2 Posts)

Salary Level : R421 473.00 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. Nelisiwe Mashazi

Telephone No: 011 694 9321

Sub-Directorate: Curriculum Management & Deliver

Section/ Unit: FET

Reference Number: JN000520

Post Description: SES: English HL

Salary Level : R421 473.00 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. Nelisiwe Mashazi

Telephone No: 011 694 9321

Johannesburg South

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit: Extra-Curricular Progr

Reference Number: JS000534

Post Description: SES: Values in Education

Salary Level : R421 473.00 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 National Identity Programmes, Patriotic programmes and Competitive programmes. Promote, monitor and support mass participation in extra-curricular in Partnership with Sister departments, NGO's and Stakeholders. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports and Extra-Curricular programmes. Promote inclusion through participatory social cohesion programmes for the enhancement of constitutional democracy. Compile weekly, monthly and quarterly reports based on school and District Activities. Perform school visits for the promotion and support of extra-curricular and sporting activities in schools. Attend all sport and extra-curricular meetings organized by the provincial office for the promotion of extra-curricular programmes in schools.

Enquiries: Ms Lola Malimagovha

Telephone No: 011 247 5947

Sub-Directorate: Curriculum Management & Deliver

Section/ Unit: Intermediate Phase

Reference Number: JS000535

Post Description: SES: English and Afrikaans

Salary Level : R421 473.00 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 Lola Malimagovha

Telephone No: 011 247 5947

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** ECD& Foundation Pha **Reference Number:** JS000536

Post Description: DCES: ECD& Foundation Phase **Salary Level :** R 519 429.00 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 Lola Malimagovha

Telephone No: 011 247 5947

Sub-Directorate: Transversal Human Resource Serv **Section/ Unit:** IQMS & PMDS **Reference Number:** JS000537

Post Description: SES: IQMS & PMDS **Salary Level :** R421 473.00 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 Lola Malimagovha

Telephone No: 011 247 5947

Sub-Directorate: Education Support

Section/ Unit: LTSM

Reference Number: JS000538

Post Description: SES: Library Services

Salary Level : R421 473.00 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: Provide guidance & monitor the development and use of school libraries. (Include all school library monitoring).Providing training to School Library Coordinators on: School Library organisation, management and Reading Promotions. Supporting the Read to Lead Campaign. Guiding and monitoring schools on the utilisation of the school library allocation. Managing the district library. Liaising with other units in the District, Community Libraries, NGO's and partners on library related matters.

Enquiries: Ms Lola Malimagovha

Telephone No: 011 247 5947

Johannesburg West

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** JW000523

Post Description: Cluster Leader **Salary Level :** R 519 429.00 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. Lizwe Jafta **Telephone No:** 011 831 5433

Sub-Directorate: Education Support **Section/ Unit:** LTSM **Reference Number:** JW000524

Post Description: SES: LTSM **Salary Level :** R421 473.00 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. Lizwe Jafta **Telephone No:** 011 831 5433

Sedibeng East

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** Early Childhood Dev & **Reference Number:** SE000532

Post Description: SES: Life Skills **Salary Level :** R421 473.00 per annum

Requirements: A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field with credible. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License

Duties: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

Enquiries: Ms Nomathemba Xawuka

Telephone No: 016 440 1717

Sub-Directorate: Education Support **Section/ Unit:** Extra Curricular Progr **Reference Number:** SE000533

Post Description: SES: School Health **Salary Level :** R421 473.00 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 National Identity Programmes, Patriotic programmes and Competitive programmes. Promote, monitor and support mass participation in extra-curricular in Partnership with Sister departments, NGO's and Stakeholders. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports and Extra-Curricular programmes. Promote inclusion through participatory social cohesion programmes for the enhancement of constitutional democracy. Compile weekly, monthly and quarterly reports based on school and District Activities. Perform school visits for the promotion and support of extra-curricular and sporting activities in schools. Attend all sport and extra-curricular meetings organized by the provincial office for the promotion of extra-curricular programmes in schools.

Enquiries: Ms Nomathemba Xawuka

Telephone No: 016 440 7189

Sedibeng West

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** Intermediate Phase **Reference Number:** SW000498

Post Description: SES: English and Afrikaans **Salary Level :** R421 473.00 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. Bertha Mlotshwa **Telephone No:** 016 594 9207

Sub-Directorate: Education Support **Section/ Unit:** LTSM **Reference Number:** SW000499

Post Description: SES: LTSM **Salary Level :** R421 473.00 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. Bertha Mlotshwa **Telephone No:** 016 594 9207

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** **Reference Number:** SW000544

Post Description: DCES:Teacher Development and Teacher Centre **Salary Level :** R 519 429.00 per annum

Requirements: A recognized three or four – year qualification, which includes professional teacher education plus 8 years’ experience in educational field with credible, relevant management experience. Must be registered with SACE. 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: Manage and coordinate professional development programmes emanating from the Performance Management System (IQMS)/ PMDS and Educator National Development Strategies for all Educators in the District. Manage the District Based recruitment of candidates for Initial Teacher Education in accordance with the bursary policy. Manage the implementation of the National Teacher Awards (NTA) in the District. Oversee the process of establishing and / or strengthening the District Teacher Development Centre. Co-ordinate educator development programmes between Teacher Development Institutes and the District Teacher Development Centre. Manage the sign up of teachers onto the SACE CPTD system as well as the implementation of the system. Ensure the effective management and implementation of educator development related to special projects (e.g. SSIP).

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

Tshwane North

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Education Support

Section/ Unit:

Reference Number: TN000508

Post Description: SES: Extra-Curricular Programmes

Salary Level : R421 473.00 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. Rejoyce Manamela

Telephone No: 012 543 4313

Sub-Directorate: Curriculum Management & Deliver

Section/ Unit:

Reference Number: TN000511

Post Description: SES: E-Learning

Salary Level : R421 473.00 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 E-Learning. Experience in developing teachers on E-Learning solution strategy. A sound Knowledge of ICT school based committee. Ability to work independently as well as in a team and under pressure. Good written and verbal skills. Computer skills in word, Power Point, Outlook and all other relevant packages, Report writing skills. Valid Driver's License.

Duties: Enable the learning system to accommodate a diversity of learning needs to prevent learning breakdown and exclusion. To enhance quality teaching, access to e-content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of "Schools of the Future"; School Administration and Management System (SA SAMS). Promote ICT integration in curriculum; Support usage of e-content in full ICT Schools; Monitor usage of smart boards and tablets.

Enquiries: MS. Rejoyce Manamela

Telephone No: 012 543 4313

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** Senior Phase **Reference Number:** TN000512

Post Description: SES: Technology **Salary Level :** R421 473.00 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. Rejoyce Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** Senior Phase **Reference Number:** TN000513

Post Description: SES: Mathematics **Salary Level :** R421 473.00 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. Rejoyce Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** Early Childhood Dev & **Reference Number:** TN000514

Post Description: SES: Assessment **Salary Level :** R421 473.00 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. Rejoyce Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** Intermediate Phase **Reference Number:** TN000515

Post Description: SES: Creative Arts **Salary Level :** R421 473.00 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. Rejoyce Manamela **Telephone No:** 012 543 4313

Sub-Directorate: Education Support

Section/ Unit: Inclusion & Special Sc

Reference Number: TN000516

Post Description: SES: Inclusion & Special Schools

Salary Level : R421 473.00 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. Rejoice Manamela

Telephone No: 012 543 4313

Tshwane South

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Circuit Management and Support **Section/ Unit:** **Reference Number:** TS000530

Post Description: Cluster Leader **Salary Level :** R 519 429.00 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. Thabiso Mphosi **Telephone No:** 012 401 6434

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** TS000531

Post Description: SES: Assessment **Salary Level :** R421 473.00 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. Thabiso Mphosi **Telephone No:** 012 401 6434

Tshwane West

VACANCY LIST JANUARY 2022 (OFFICEBASED)

Sub-Directorate: Curriculum Management & Deliver **Section/ Unit:** FET **Reference Number:** TW000475

Post Description: SES: CAT/IT **Salary Level :** R421 473.00 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 Priscilla Ravele **Telephone No:** 012 725 1451

Sub-Directorate: Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** TW000476

Post Description: SES: Mathematics **Salary Level :** R421 473.00 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. Priscilla Ravele **Telephone No:** 012 725 1451

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

Reference Number: TW000477

Post Description: SES: Economics

Salary Level : R421 473.00 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