

**Ekurhuleni North**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Head of the District      **Section/ Unit:** Labour Relations      **Reference Number:** EN000654

**Post Description:** SES: Labour Relations      **Salary Level :** R 421 473.00 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:** Ms Emily Mochela      **Telephone No:** 011 746 8190

**Sub-Directorate:** Education Support      **Section/ Unit:** LTSM      **Reference Number:** EN000655

**Post Description:** SES: LTSM      **Salary Level :** R 421 473.00 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 Emily Mochela      **Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and deliv      **Section/ Unit:** FET      **Reference Number:** EN000656

**Post Description:** SES: English and Afrikaans      **Salary Level :** R 421 473.00 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 Emily Mochela      **Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number:** EN000657

**Post Description:** SES: Business Studies      **Salary Level :** R 421 473.00 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 Emily Mochela      **Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** EN000658

**Post Description:** SES: Natural Science **Salary Level :** R 421 473.00 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 Emily Mochela **Telephone No:** 011 746 8190

**Sub-Directorate:** Curriculum Management and deliv **Section/ Unit:** Senior Phase **Reference Number:** EN000659

**Post Description:** SES: Assessment **Salary Level :** R 421 473.00 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 Emily Mochela **Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and deliver **Section/ Unit:** Intermediate Phase **Reference Number:** EN000661

**Post Description:** SES: Mathematics

**Salary Level :** R 421 473.00 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 for Mathematics programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**Enquiries:** Ms Emily Mochela

**Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Teacher Development **Reference Number:** EN000662

**Post Description:** DCES: Teacher Development

**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. A valid driver's licence

**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 Emily Mochela

**Telephone No:** 011 746 8190

**Sub-Directorate:** Performance Management Develo

**Section/ Unit:** PMD

**Reference Number:** EN000663

**Post Description:** DCES: PMD

**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 PMD procedures, regulations and policies. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills. Valid driver's license.

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

**Enquiries:** Ms Emily Mochela

**Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management Delivery    **Section/ Unit:** Intermediate Phase    **Reference Number:** EN000664

**Post Description:** SES: English HL and Afrikaans HL & FAL    **Salary Level :** R 421 473.00 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 Emily Mochela    **Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** ECD & Foundation Ph    **Reference Number:** EN000665

**Post Description:** SES: Nguni Languages    **Salary Level :** R 421 473.00 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 for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**Enquiries:** Ms Emily Mochela    **Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number:** EN000666

**Post Description:** SES: CAT/IT      **Salary Level :** R 421 473.00 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 ransformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

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

**Enquiries:** Ms Emily Mochela      **Telephone No:** 011 746 8190

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**Sub-Directorate:** Education Support      **Section/ Unit:** Extra Curricular Progr      **Reference Number:** EN000667

**Post Description:** SES: Extra Curricular Programme X2 posts      **Salary Level :** R 421 473.00 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 Emily Mochela      **Telephone No:** 011 746 8190

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** EN000680

**Post Description:** SES: Mathematics    **Salary Level :** R 421 473.00 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 developmental and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

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

**Enquiries:** Ms Emily Mochela    **Telephone No:** 011 746 8190

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**Ekurhuleni South**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Delivery and Managem **Section/ Unit:** ECD & Foundation Ph **Reference Number:** ES000544

**Post Description:** SES: English and Afrikaans

**Salary Level :** R 421 473.00 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 Xolani Kheswa

**Telephone No:** 011 389 6062

**Sub-Directorate:** Curriculum Delivery and Managem **Section/ Unit:** FET **Reference Number:** ES000546

**Post Description:** SES: Physical Science

**Salary Level :** R 421 473.00 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 Xolani Kheswa

**Telephone No:** 011 389 6034

**Sub-Directorate:** ISSP

**Section/ Unit:** Policy and Planning

**Reference Number:** ES000549

**Post Description:** SES: Policy and Planning

**Salary Level :** R 421 473.00 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:** Co-ordination of District involvement in policy development, operational plans and budget compilation. Facilitate the operational planning process and provide technical support to the Director in this regard. Ensure convergence between planning and operational data and systems. Prepare reports for the Director, legislative bodies and stakeholders on the quality of education in the district and the state of operations on a quarterly basis. Establishment and maintenance of constructive partnerships and stakeholder engagements.

**Enquiries:** Mr Xolani Kheswa

**Telephone No:** 011 389 6034

**Sub-Directorate:** Education Support

**Section/ Unit:** Extra Curricular Progr

**Reference Number:** ES000577

**Post Description:** SES: Youth and Culture

**Salary Level :** R 421 473.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational . 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 of Education Support System programmes. Support the implementation of Extra Curricular programmes including Sports, Arts and Culture in schools. Ensure health promoting environments in institutions (e.g HIV/AIDS, School health) are implemented. Promote and ensure participation in all extra-curricular programmes. Collect and maintain data on learner and educator performance and participation.

**Enquiries:** Mr Xolani Kheswa

**Telephone No:** 011 389 6034

**Gauteng East**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Education Support      **Section/ Unit:** Extra Curricular Progr      **Reference Number:** GE000630

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

**Duties:** Implement educational social development programmes. Coordinate the implementation of education support system (for learners including career guidance, educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural programmes. Ensure safe health promoting environments in institutions (e.g. HIV/AIDS).

**Enquiries:** Mr Mpho Leotlela      **Telephone No:** 011 736 0756

**Sub-Directorate:** Curriculum management and Deliv      **Section/ Unit:**      **Reference Number:** GE000631

**Post Description:** DCES: Special Project      **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 coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license. coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

**Duties:** Implementation of special projects (e.g. SSIP, LETU). Monitoring of special interventions in institutions. Administration of Unit (e.g. Tutor claims). Co-ordinate all projects delegated by the Office of the Director.

**Enquiries:** Mr Mpho Leotlela      **Telephone No:** 011 736 0756

**Sub-Directorate:** Curriculum management and Deliv      **Section/ Unit:**      **Reference Number:** GE000632

**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 Mpho Leotlela      **Telephone No:** 011 736 0756

**Sub-Directorate:** Curriculum management and Deliv      **Section/ Unit:** Senior Phase      **Reference Number:** GE000633

**Post Description:** SES: African Languages      **Salary Level :** R 421 473.00 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 0756

**Sub-Directorate:** Education Support

**Section/ Unit:** E-Learning

**Reference Number:** GE000634

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

**Salary Level :** R 421 473.00 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 content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of "Schools of the Future"; School Administration and Management System (SA-SAMS).

**Enquiries:** Mr Mpho Leotlela

**Telephone No:** 011 736 0756

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

**Section/ Unit:** Senior Phase

**Reference Number:** GE000635

**Post Description:** SES: EMS

**Salary Level :** R 421 473.00 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 subject programs, activities and projects within a subject. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programs

**Enquiries:** Mr Mpho Leotlela

**Telephone No:** 011 736 0756

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number:** GE000636

**Post Description:** SES: Geography X2 posts      **Salary Level :** R 421 473.00 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 multifunctional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**Enquiries:** Mr Mpho Leotlela      **Telephone No:** 011 736 0756

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number:** GE000637

**Post Description:** SES: Mathematics      **Salary Level :** R 421 473.00 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 for Mathematics programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**Enquiries:** Mr Mpho Leotlela      **Telephone No:** 011 736 0756

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** GE000638

**Post Description:** SES: Natural Science **Salary Level :** R 421 473.00 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 0756

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** GE000639

**Post Description:** SES: Social Science **Salary Level :** R 421 473.00 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 0756

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** GE000640

**Post Description:** SES: Technology    **Salary Level :** R 421 473.00 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 0756

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**Gauteng North**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Delivery and Managem **Section/ Unit:** Intermediate Phase **Reference Number:** GN000545

**Post Description:** SES: Assessment **Salary Level :** R 421 473.00 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 Matlhodi Moloto **Telephone No:** 012 846 3754

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** GN000551

**Post Description:** SES: Business Studies **Salary Level :** R 421 473.00 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 Matlhodi Moloto **Telephone No:** 012 846 3754

**Sub-Directorate:** Performance Management Development **Section/ Unit:** PMD **Reference Number:** GN000605

**Post Description:** SES: QMS, EMS PMDS, PMDS PS **Salary Level :** R 421 473.00 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 PMDS and Performance assessment, procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills, Computer Literacy, analytical and training and development skills. Valid Driver's Licence. 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:** Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices. Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards). Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

**Enquiries:** Ms Matlhodi Moloto **Telephone No:** 012 846 3754

**Sub-Directorate:** Curriculum Management & Delivery **Section/ Unit:** Intermediate Phase **Reference Number:** GN000705

**Post Description:** SES: Social Science **Salary Level :** R 421 473.00 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 Matlhodi Moloto **Telephone No:** 012 846 3744

**Gauteng West**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Circuit Management and Support **Section/ Unit:** **Reference Number:** GW000591

**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

**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

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** GW000592

**Post Description:** SES: Foundation Phase **Salary Level :** R 421 473.00 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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Teacher Centre    **Reference Number:** GW000593

**Post Description:** SES: Teacher Development    **Salary Level :** R 421 473.00 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 and computer literacy. Valid driver's License

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** GW000594

**Post Description:** SES: Physical Science    **Salary Level :** R 421 473.00 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

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

**Reference Number:** GW000595

**Post Description:** SES: Business Studies

**Salary Level :** R 421 473.00 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. 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:** FET

**Reference Number:** GW000596

**Post Description:** SES: Nguni Languages

**Salary Level :** R 421 473.00 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:** FET

**Reference Number:** GW000597

**Post Description:** SES: Mathematical Literacy

**Salary Level :** R 421 473.00 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 for Mathematics programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**Enquiries:** Ms Louisa Dhlamini

**Telephone No:** 011 660 4581

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

**Reference Number:** GW000598

**Post Description:** SES: Social Science

**Salary Level :** R 421 473.00 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:** Education Support

**Section/ Unit:** LTSM

**Reference Number:** GW000599

**Post Description:** SES: LTSM

**Salary Level :** R 421 473.00 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 centers. Facilitate the evaluation, selection and distribution of LTSM. Implement and monitor LTSM policy. Communicate with schools on matters relating to LTSM. Report on daily, weekly and monthly transactions with schools on matters relating to LTSM. Advise schools on the relevant use of the allocated LTSM budget. Hold regular meetings with schools for discussions on matters relating to the procurement of LTSM. Communicate with the relevant stakeholders on matters relating to LTSM procurement in schools.

**Enquiries:** Ms Louisa Dhlamini

**Telephone No:** 011 660 4581

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

**Section/ Unit:** Senior Phase

**Reference Number:** GW000606

**Post Description:** SES: Creative Arts

**Salary Level :** R 421 473.00 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:** Facilitating curriculum and teacher development and support initiatives of the Phase. Ensuring the enhancement and expansion of capacity of educators to be effective facilitators and mediators of learning. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, Government and non-Government sectors. Ensuring the establishment and substance of appropriate structures.

**Enquiries:** Ms Louisa Dhlamini

**Telephone No:** 011 660 4581

**Sub-Directorate:** Education Support

**Section/ Unit:**

**Reference Number:** GW000607

**Post Description:** SES: Youth and culture

**Salary Level :** R 421 473.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational . 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 of Education Support System programmes. Support the implementation of Extra Curricular programmes including Sports, Arts and Culture in schools. Ensure health promoting environments in institutions (e.g HIV/AIDS, School health) are implemented. Promote and ensure participation in all extra-curricular programmes. Collect and maintain data on learner and educator performance and participation.

**Enquiries:** Ms Louisa Dhlamini

**Telephone No:** 011 660 4581

**Head Office**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Education Planning and Information **Section/ Unit:** Education Strategic PI **Reference Number:** HO000564

**Post Description:** DCES: Education Planning and Information 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 at minimum Head of Department (HOD) at school level and Senior Education Specialist (SES) at office level. Must be registered with SACE. A post graduate qualification (Honours or Master's degree) would be an added advantage. Appropriate experience in education and knowledge of education legislation, education policies, public finance, education funding, information management and basic level research skills. Advanced computer skills, with experience in the Microsoft Office suite, i.e. Excel, Word, Access and PowerPoint. Must have the ability to identify and conceptualise education policy problems and find solutions, cooperate well with people both within and outside government, Good written and verbal communications skills and a strong interest in the development of the education system. A South African valid driver's licence.

**Duties:** Facilitate departmental planning processes in line with national and provincial frameworks. Ensure all planning outputs conform to the Medium-Term Expenditure Framework and approved budgeting cycle. Compile reports and presentations related to planning, budgeting and accountability. Collect, analyse, interpret and report on educational and financial data. Identify budget highlights and contribute to the annual provincial budget speech. Support the implementation of the GDE Performance Management Framework. Contribute to general education policy development through analysis of the budget and operational plans. Coordinate the Chief Directorate Macro-Planning processes within the GDE. Coordinate the compilation of an approved GDE Operational Plan. Participate in provincial planning forums. Advance Inter - governmental relations in respect of transversal provincial priorities. Engage internal and external stakeholders to inform strategic planning processes within the department. NB: PLEASE NOTE THAT THIS IS A RE-ADVERTISEMENT, CANDIDATES WHO APPLIED PREVIOUSLY ARE ENCOURAGED TO RE-APPLY

**Enquiries:** Mr Hank Andrews

**Telephone No:** 011 355 0731

**Sub-Directorate:** Inclusion and Special Schools **Section/ Unit:** Transversal Itinerant O **Reference Number:** HO000573

**Post Description:** SES: Inclusion and Special School **Salary Level :** R 421 473.00 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 and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiative, work under pressure and problem-solve if and when necessary. Must have experience in coordinating education and other support for learners with disabilities. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills.

**Duties:** As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers, on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

**Enquiries:** Ms Palesa Mabusela

**Telephone No:** 060 997 2818

**Sub-Directorate:** Public Ordinary School

**Section/ Unit:** School Management

**Reference Number:** HO000576

**Post Description:** SES: School Improvement

**Salary Level :** R 421 473.00 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. Good knowledge of relevant Education Legislation, Regulations and Policies Acts. Sound communication, proficiency in English, report writing, presentation, negotiation, conflict skills. A sound knowledge of Institutional Development and Support processes within Public Ordinary Schools. Extensive knowledge and understanding of global trends: in School Readiness, School Improvement, School Governance, Admissions and School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Matrix Management, Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license. In addition, Project Management qualification will be an added advantage.

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

**Enquiries:** Ms Mmule Madonsela

**Telephone No:** 011 355 0297



**Sub-Directorate:** Monitoring and Evaluation

**Section/ Unit:** Policy Evaluation

**Reference Number:** HO000651

**Post Description:** DCES: Policy Evaluation 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. A post graduate qualification in Monitoring and Evaluation will be an added advantage. Must be registered with SACE. Good knowledge of the relevant evaluation frameworks, guidelines, education legislation, regulation, acts, and policies. Good knowledge of and application of social research methodologies and methods in evaluation. Proven management and leadership skills. Sound communication, negotiation, presentation, and conflict management skills. The ability to coordinate and collaborate with internal and external stakeholders. Ability to work independently as well as in a team. Good written and verbal communication skills. Proficiency in the English language and possess sharp editing skills. Report writing skills. Proficiency in computer Literacy is essential (MS Word, Outlook including Teams, Excel, and PowerPoint). Valid driver's license is essential.

**Duties:** To evaluate the implementation of GDE policies, programmes, projects, and strategies (collectively known as interventions). Develop evaluation terms of reference. Develop, review and ensure the implementation of the departmental evaluation plan. Develop and review evaluation frameworks. Conduct evaluability assessment of policies, programmes, projects, and strategies. Identify gaps in interventions of GDE. Identify interventions to be evaluated in relations to the GDE strategic outcomes. Contribute to the design, implementation and evaluation of interventions. Coordinate the collection, analysis, and interpretation of data. Monitor and evaluate the effectiveness of GDE policies and plans. Conduct Monitoring and Evaluation studies to enhance the performance of the department. Participate in the process of coordinating the implementation of recommendations from various Monitoring and Evaluation reports. Evaluate GDE policy implementation. Evaluate the interventions of the department in support of the policy compliance. Evaluate the impact of education of the GDE interventions. Establish links with various stakeholders for continued improvement and utilization of evaluation reports. Generate and communicate reports to the relevant stakeholders. Contract external agencies for objective evaluation.

**Enquiries:** Dr Aaron Nkabinde

**Telephone No:** 011 355 0050

**Sub-Directorate:** Monitoring and Evaluation

**Section/ Unit:** Organisation Performance

**Reference Number:** HO000652

**Post Description:** DCES: Organisation Performance Standard X2

**Salary Level :** R 519 429.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes a professional teacher education plus 8 years' experience in the educational field. Must be registered with SACE. Sound knowledge of education and other relevant legislations, regulations, acts, and policies. Proven management and leadership abilities. Possess good analytical, negotiation, conflict management and communication skills. Possess report writing and presentation skills. Demonstrate the ability to collaborate with internal and external stakeholders. Ability to work independently and in a team. Good written and verbal communication skills. Knowledge of monitoring and evaluation processes. Proficiency in the English language and possess sharp editing skills. Proficiency in computer literacy is essential (MS Word, Outlook, MS Teams, Excel, and PowerPoint). Valid driver's license is essential.

**Duties:** Facilitate the development and implementation of the service delivery improvement mechanisms in the department in compliance with relevant legislations. Benchmark service delivery improvement strategies against the national and international practices. Ensure relevant systems are in place to sustain and/ or improve the department's performance. Conceptualize, plan, and execute departmental client satisfaction surveys. Coordinate the collection, analysis, and interpretation of data. Generate and communicate reports to the relevant stakeholders.

**Enquiries:** Dr Aaron Nkabinde

**Telephone No:** 011 355 0050



**Sub-Directorate:** Labour Relations

**Section/ Unit:**

**Reference Number:** HO000653

**Post Description:** DCES: Labour Relations X4 posts

**Salary Level :** R 519 429. 00 per annum

**Requirements:** An appropriate, recognised 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 8 years minimum teaching experience and 3 years in Labour Relations . Must be registered with SACE. Qualification and Experience in Labour Relations will serve as added advantage. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

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

**Enquiries:** Mr Milton Mashele

**Telephone No:** 011 355 1506

**Sub-Directorate:** Examination Management

**Section/ Unit:** Examinations Policy

**Reference Number:** HO000668

**Post Description:** SES: Integrity Management

**Salary Level :** R 421 473.00 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. An appropriate Honours or Master's degree would be an advantage. Proven management and leadership abilities. Must be SACE registered. An understanding of knowledge, experience and attributes with regards to education legislation, education policies and public finance. Advanced computer skills, with experience in the Microsoft Office suite, i.e. Excel, Word, Access and PowerPoint. Ability to identify, conceptualize and analyse education policy problems/gaps and to monitor policy implementation, compliance and evaluate the impact of educational policies and legislation. Co-ordination of organisational inputs into departmental reports and proven ability and experience in writing reports. Proven ability and experience in monitoring strategic plans with the intention of ensuring that the Department achieves its goals. Ability to provide guidance to senior management on monitoring, reporting and evaluating departmental plans. Good communication skills (written and verbal) and interpersonal skills. Effective and efficient leadership and management, and Project management, Strategic Management, Facilitation and Presentation Skills and Computer Skills. Programme management. Must have a drivers licence.

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

**Enquiries:** Ms Lebogang Kunene

**Telephone No:** 010 601 8011

**Sub-Directorate:** Education Research and Knowledge **Section/ Unit:**

**Reference Number:** HO000669

**Post Description:** DCES: Education Research

**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. 3 years' experience in the research environment. Background in the Mathematics education will be an added advantage. Experience in designing and conducting research initiatives, including generating high quality research reports. Experience in rendering support services to the executives. Advanced quantitative and qualitative analysis skills. Advanced knowledge of research processes, large data mining and analysis. Experience in analysing quantitative data using SPSS, STATA, and qualitative data using ATLAS.Ti or relevant software package. Knowledge of education system, project management, policy development, developing Terms of Reference and outsourcing research projects. Highly computer literacy skills (MS Word, MS Excel, MS PowerPoint, MS Internet and MS Outlook). Strong research skills, analytical, conceptual and formulation skills, strategic and leadership skills, interpersonal skills and team building. Excellent communications and presentation skills, planning, organizing, people management skills, problem solving skills, strong verbal and written skills. A driver's license is essential.

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

**Enquiries:** Ms Faith Tshabalala

**Telephone No:** 011 355 0488

**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Intermediate Phase

**Reference Number:** HO000670

**Post Description:** DCES: Life Skills

**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 all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies and initiatives e.g.: Assessment, Language across the Curriculum (LAC), Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Life Skills. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Life Skills. A Valid driver's license

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

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388

**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Senior Phase

**Reference Number:** HO000672

**Post Description:** DCES: 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 the educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies and initiatives e.g.: Assessment, Language across the Curriculum (LAC), Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Technology. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Technology. A Valid driver's license

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

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388

**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Foundation Phase

**Reference Number:** HO000674

**Post Description:** DCES: Sign Language

**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 within General Education and Training Band (GET- Grades 1-9). Must be registered with SACE. Good organisational planning, proven management and analytical skills, and credible curriculum management experience in the GET Curriculum environment. A valid South African driver's license is essential. **COMPETENCIES:** Conversant with the National Curriculum Policy related to Languages, and expertise in Sign language, a key requirement for the post. 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 Sign Language as a subject. Ability to co-ordinate projects and sign language programmes involving a variety of role players. 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 Sign language. Develop appropriate short, medium, and long-term strategies and initiatives to support Language Senior Education Specialists (SESs) and teachers on Sign Language. 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 Kholofelo Makhaga

**Telephone No:** 066 487 2695

**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Senior Phase

**Reference Number:** HO000676

**Post Description:** DCES: Social 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 the educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies and initiatives e.g.: Assessment, Language across the Curriculum (LAC), Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Social Sciences. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Social Sciences. A Valid driver's license

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

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388

**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Senior Phase

**Reference Number:** HO000677

**Post Description:** DCES: Natural 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 the educational field with credible, relevant management experience. Must be registered with SACE. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies and initiatives e.g.: Assessment, Language across the Curriculum (LAC), Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Natural Sciences. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Natural Sciences. A Valid driver's license

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

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388

**Sub-Directorate:** Special Investigation

**Section/ Unit:**

**Reference Number:** HO000678

**Post Description:** DCES: Special Investigation X3 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. An understanding of Gauteng Provincial Government's strategic vision, priorities and public service legislation governing education in South Africa. Knowledge of education policies and other legislation impacting on the education sector. An in-depth knowledge of change management, ability to plan, strategies and interventions as well as conflict management. Demonstratable understanding of governance issues and ethics, analytical and project management skills, people management and financial management skills. Good written and verbal communication, report writing and problem solving skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Candidate must be willing to work irregular hours and travel extensively. A valid driver's license is a must.

**Duties:** To ensure a conducive environment for teaching and learning in schools. Ensure that labour peace is maintained in schools. Respond to school and community issues to ensure that schools are stable. Facilitate in the coordination of directives. Parent and Community involvement in schools. Implement projects related to capacity building in the Directorate. Give support to the Directorate in the development and implementation of plans. Liaise with other Directorates and Districts in the Department during investigations. Implementation and tracking of all approved recommendations emanating from the Directorate's reports on interventions. Conduct interventions/investigations. Liaise with complainants. Compilation of all reports on all interventions conducted by the Directorate. Monitoring effective, efficient, and economical utilisation of resources allocated to the schools as outlined in the legislative framework for good governance.

**Enquiries:** Ms Bulelwa Nghona

**Telephone No:** 010 600 6536



**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Senior Phase

**Reference Number:** HO000681

**Post Description:** DCES: English and 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 all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages. A Valid driver's license

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

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388

**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Intermediate Phase

**Reference Number:** HO000683

**Post Description:** DCES: Mathematics

**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 all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies and initiatives e.g.: Assessment, Language across the Curriculum (LAC), Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Mathematics. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Mathematics. A Valid driver's license.

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

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388

**Sub-Directorate:** GET Curriculum Coordination

**Section/ Unit:** Intermediate Phase

**Reference Number:** HO000684

**Post Description:** DCES: African Language

**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 all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages. A Valid driver's license

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

**Enquiries:** Mr Perumal Padayachee

**Telephone No:** 071 506 5388

**Sub-Directorate:** FET Curriculum Coordination

**Section/ Unit:** Curriculum Developm

**Reference Number:** HO000686

**Post Description:** DCES: Special Project

**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 within FET. Must be registered with SACE. Knowledge of Mathematics, Science and CAT/IT will be an advantage. Good organizational planning, proven management, analytical skills and credible curriculum management experience in the FET environment. A valid South African driver's license is essential .

**COMPETENCIES:** Comprehensive understanding of the education system particularly CAPS, assessment, teacher development, curriculum development, and the prescripts of policies, and legislation. Good organisational, planning and project management skills, credible curriculum management experience in the FET subject. A sound understanding of transformation issues and capacity building processes in education.

The ability to work within a team and independently as well and work under pressure to meet deadlines. Strong analytical and advanced computer skills, data mining' handling knowledge and experience in research developments related to curriculum. Good communication (verbal and written) skills. Proven experience in project management is a pre-requisite. Registration with SACE and a valid driver's license is essential. A commitment to participative management, teamwork, and innovative leadership. Cross-field knowledge and experience in project management, curriculum management and implementation and research.

**Duties:** Co-ordinate and manage projects and processes involving a variety of role players Administer the implementation of special projects (e.g., Recapitalisation of Technical High Schools project; Multi- Certification; SOS; MST, PAT Exhibition, Second Chance Matric Program, Secondary School Intervention Programs etc). Develop Business Plans and generate programme and project reports. Monitor the implementation of the project and allocated budget. Ensure the establishment and sustenance of appropriate systems, structures, mechanisms, processes, and procedure to facilitate the development support and maintenance of the projects. Analyse, Maintain, and update data for the purpose of planning, reviewing, and reporting. Coordinate all projects delegated by the Office of the Director.

**Enquiries:** Mrs Rafia Davids

**Telephone No:** 071 194 5818

**Sub-Directorate:** FET Curriculum Coordination

**Section/ Unit:** Curriculum Developm

**Reference Number:** HO000688

**Post Description:** DCES: Sign Language

**Salary Level :** R 519 429. 00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education specializing in South African Sign Language (SASL) as subject plus 8 years' experience in the educational field with credible, relevant management experience . Must be registered with SACE. Good organizational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to South African Sign Language as subject. Good understanding of the education system particularly CAPS, Assessment, teacher development and curriculum development, policies and legislation pertaining to SASL as subject. An understanding of transformation issues and capacity building processes in education as well as resourcing in SASL. Ability to co-ordinate projects and processes involving a variety of role players in this space. The ability to work within a team and independently as well as work well under pressure to meet deadlines, good communication (SASL and/or verbal and written) skills. Basic computer literacy in MS Word, Excel, PowerPoint. A valid driver's license . The following will be an advantage: Willingness to work long hours and travel frequently when required. Commitment to a participative management approach, teamwork, and innovative leadership. Cross-field knowledge and experience in curriculum management and implementation, research, teaching and learning material development. Experience in liaison with all stakeholders. A sound understanding of education transformation (implications on the declaration of SASL as the twelve, official language), curriculum development and coordination.

**Duties:** Co-ordinate all curriculum and teacher development, monitoring of resource requirements and support initiatives relevant to SASL. Ensure the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning using South African Sign Language. Develop appropriate short-, medium- and long-term strategies for South African Sign Language as subject and projects to achieve the support for Deputy Chief Education Specialists/Senior Subject Specialists (SEs) and teachers in the understanding and use of SASL. Structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and none-government sectors in the field of SASL. Ensure the establishment and sustenance of appropriate systems, structures, mechanisms, processes and procedure to facilitate the development support and maintenance of SASL. Maintain and update information requirements for the purpose of review and reporting, including qualitative data, analysis, dissemination and managing information emanating from Deputy Chief Education Specialists/Senior Subject Specialists (SEs) relevant stakeholders.

**Enquiries:** Mr Themba Nkabinde

**Telephone No:** 071 196 0804

**Sub-Directorate:** FET Curriculum Coordination **Section/ Unit:** Curriculum Developm **Reference Number:** HO000689

**Post Description:** DCES: (African Languages – Sesotho, Sepedi, Setswana) **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. Good organizational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Good understanding of the education system particularly CAPS, Assessment, teacher development and curriculum development, policies and legislation. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of role players. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines Good communication (verbal and written) skills. Advanced computer literacy in MS Word, Excel, PowerPoint). A valid driver's License.  
The following will be an advantage: Willingness to work long hours and travel frequently. A commitment to participative management, teamwork and innovative leadership. Cross-field knowledge and experience in curriculum management and implementation, research, teaching and learning material development. Experience in liaison with all stakeholders. A sound understanding of education transformation and curriculum development and coordination.

**Duties:** Co-ordinate all curriculum and teacher development and support initiatives relevant to the subject(s). Ensure the enhancement and expansion of the capacity of educators to be effective facilitators and mediators of learning. Develop appropriate short, medium and long term strategies and projects to achieve the support Senior Subject Specialists (SEs) and teachers. Structure and facilitates constructive relationships with various teacher and curriculum development providers in the community, private, government and no-government sectors. Ensure the establishment and sustenance of appropriate systems, structures, mechanisms, processes and procedure to facilitate the development support and maintenance. Maintain and update information requirements for the purpose of review and reporting, including qualitative data, and review and disseminate information emanating from reports districts SEs.

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

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Reorganisation of Sch **Reference Number:** HO000697

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

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

**Enquiries:** Ms Caroline Raphael **Telephone No:** 011 355 1512



**Sub-Directorate:** Strategic Policy Management

**Section/ Unit:**

**Reference Number:** HO000701

**Post Description:** DCES: Strategic Policy Development and Implementation

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

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

**Enquiries:** Ms Mahlodi Ragolane

**Telephone No:** 011 843 6858

**Sub-Directorate:** Coordination of Curriculum Implem **Section/ Unit:** CMMR

**Reference Number:** HO000706

**Post Description:** DCES: Curriculum Management, Monitoring & Reporting

**Salary Level :** R 519 429. 00 per annum

**Requirements:** A recognized three or four – year qualification in the Education field, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant curriculum management experience. A degree with a research and statistical analyses will be an advantage, preferably at a Master's degree level. Experience in relevant database design and analysis, process modelling, dashboard development, and in related computer operating systems and suites (Microsoft Applications- advanced computer literacy in MS Word, Excel, Access, Power Point) and programming languages (SQL). Good organizational, planning and management skills, and credible curriculum management, monitoring and reporting competencies. Good understanding and proven implementation of education policies and legislation system particularly CAPS, assessment strategies, teacher development and experience in curriculum development. An understanding of transformation issues and capacity building processes in education. Ability to coordinate projects and processes involving a variety of role players. Ability to compile provincial curriculum management, evaluation and impact reports, power point presentations and conduct data analyses – both learner and program/ project related. The ability to work within a team and independently as well as, work well under pressure in order to meet deadlines. Good communication (verbal and written) skills. A valid driver's license and registration with SACE. The following will be an advantage: Willingness to work long hours and travel frequently. A commitment to participative management, teamwork and innovative curriculum management and leadership. The ability to communicate effectively with stakeholders at all levels and liaise with relevant stakeholders. Cross-field knowledge, experience and proven research conducted in curriculum management and implementation, teacher and curriculum material development. A sound understanding of education transformation and curriculum development and coordination.

**Duties:** Co-ordinate the development of curriculum management systems, monitor the implementation of curriculum support programmes and their implementation, design and Conduct Evaluation Surveys, Interview Schedules, design digital impact dash boards, report on and communicate evaluation and impact findings, coordinate Curriculum Management, Monitoring and Reporting (CMMR) team meetings at provincial and district levels, visit schools to determine the impact of curriculum support programmes conducted by HO and DO. Identify best practice curriculum support programmes and communicate and share evaluation and impact reports with relevant stakeholders. Analyse learner performance data streams stemming from curriculum programme, pilot and project data to determine its impact at schools. Develop and sustain implementation of appropriate short, medium- and long-term curriculum management and learning recovery pillars, strategies and projects to maintain an effective curriculum management, monitoring and reporting system. Structure and facilitate constructive relationships with various programme managers and officials in the districts as well as stakeholder and private i.e. in government and non-government sectors. Ensure the establishment and sustainability of appropriate systems, structures, mechanisms, processes and procedures to facilitate curriculum management system support. Maintain and update CMMR information requirements for the purpose of composite review and reporting, analyzing quantitative and qualitative data, and review and disseminate data/ information emanating from curriculum monitoring instruments, surveys and frameworks.

**Enquiries:** Dr Nishana Parsard

**Telephone No:** 071 193 4590

**Johannesburg Central**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Delivery and management **Section/ Unit:** Senior Phase **Reference Number:** JC000547

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

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

**Sub-Directorate:** Education Support **Section/ Unit:** Extra Curriculum Prog **Reference Number:** JC000548

**Post Description:** SES: Values in Education **Salary Level :** R 421 473.00 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 Linda Mabutho **Telephone No:** 011 983 2231

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

**Reference Number:** JC000550

**Post Description:** SES: Setswana

**Salary Level :** R 421 473.00 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 Linda Mabutho

**Telephone No:** 011 983 2231

**Sub-Directorate:** Information Systems & Strategic PI **Section/ Unit:** Policy and Planning

**Reference Number:** JC000554

**Post Description:** SES: Policy and planning

**Salary Level :** R 421 473.00 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:** Co-ordination of District involvement in policy development, operational plans and budget compilation. Facilitate the operational planning process and provide technical support to the Director in this regard. Ensure convergence between planning and operational data and systems. Prepare reports for the Director, legislative bodies and stakeholders on the quality of education in the district and the state of operations on a quarterly basis. Establishment and maintenance of constructive partnerships and stakeholder engagements.

**Enquiries:** Mr Linda Mabutho

**Telephone No:** 011 983 2231

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** JC000556

**Post Description:** SES: Afrikaans

**Salary Level :** R 421 473.00 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 Linda Mabutho

**Telephone No:** 011 983 2231

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**Sub-Directorate:** Education Support **Section/ Unit:** Inclusion & Special Sc **Reference Number:** JC000557

**Post Description:** SES: Inclusion and Special School

**Salary Level :** R 421 473.00 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

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**Sub-Directorate:** Curriculum Management and adeli      **Section/ Unit:** FET      **Reference Number:** JC000558

**Post Description:** SES: Life Sciences      **Salary Level :** R 421 473.00 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 Linda Mabutho      **Telephone No:** 011 983 2231

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**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number:** JC000571

**Post Description:** Cluster Leader X5 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:** Mr Linda Mabutho      **Telephone No:** 011 983 2231

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

**Reference Number:** JC000575

**Post Description:** SES: Isixhosa

**Salary Level :** R 421 473.00 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 multifunctional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio's and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**Enquiries:** Mr Linda Mabutho

**Telephone No:** 011 983 2231

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

**Section/ Unit:** Labour Relations

**Reference Number:** JC000650

**Post Description:** SES: Labour Relations

**Salary Level :** R 421 473.00 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 Linda Mabutho

**Telephone No:** 011 983 2231

**Sub-Directorate:** Curriculum Management and deliv **Section/ Unit:** Senior Phase **Reference Number:** JC000685

**Post Description:** SES: Arts and Culture **Salary Level :** R 421 473.00 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:** Mr Linda Mabutho **Telephone No:** 011 983 2231

**Sub-Directorate:** Education Support **Section/ Unit:** **Reference Number:** JC000700

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

**Duties:** Implement educational social development programmes. Coordinate the implementation of education support system (for learners including career guidance, educators, SGB's, SMT's) policy and plans. Promote and develop sports programmes in schools. Promote and develop Youth, Arts & Cultural programmes. Ensure safe health promoting environments in institutions (e.g. HIV/AIDS).

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

**Johannesburg East**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Education support **Section/ Unit:** Inclusion & Special Sc **Reference Number:** JE000612

**Post Description:** SES: Inclusion and Special Schools **Salary Level :** R 421 473.00 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 differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

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

**Sub-Directorate:** Education Support **Section/ Unit:** E-Learning **Reference Number:** JE000613

**Post Description:** SES: E-Learning **Salary Level :** R 421 473.00 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:** Enable the learning system to accommodate a diversity of learning needs to prevent learning breakdown and exclusion. To enhance quality teaching, access to content, learner engagement and school administration by training educators and introducing ICT devices and Educational software into the classrooms. Ability to facilitate learning at different paces in line with the CAPS requirements for each grade and subject using digital resources. Assist learners to use engaging adaptive exercises and undergo digital assessments that will enable teachers to offer immediate help. Co-ordinate National and Provincial ICT initiatives within the context of e-Education including the rollout of Schools of the Future School Administration and Management System (SA-SAMS).

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** JE000614

**Post Description:** SES: Nguni Languages    **Salary Level :** R 421 473.00 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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Teacher Development    **Reference Number:** JE000615

**Post Description:** SES: Teacher Development    **Salary Level :** R 421 473.00 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. Knowledge of DMS policy, ICT skills, CPTD, project management , planning and Teacher Development Centre management skills. 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 and computer literacy. Valid driver's license.

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

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

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**Sub-Directorate:** Curriculum management and Deliv    **Section/ Unit:** FET    **Reference Number:** JE000616

**Post Description:** SES: English Home language    **Salary Level :** R 421 473.00 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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number:** JE000629

**Post Description:** SES: Sotho Languages    **Salary Level :** R 421 473.00 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

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

**Section/ Unit:**

**Reference Number:** JE000679

**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 Elizabeth Moloko

**Telephone No:** 011 666 9109

**Sub-Directorate:** ISSP

**Section/ Unit:** Policy and planning

**Reference Number:** JE000698

**Post Description:** DCES: Policy and Planning

**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. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills.

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

**Enquiries:** Ms Elizabeth Moloko

**Telephone No:** 011 666 9109



**Johannesburg North**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** JN000617

**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:** 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 9377

**Sub-Directorate:** Performance Management Develo **Section/ Unit:** PMD **Reference Number:** JN000618

**Post Description:** SES: QMS, EMS PMDS, PMDS PS **Salary Level :** R 421 473.00 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 PMDS and Performance assessment , procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills, Computer Literacy, analytial and training and development skills . Valid Driver's Licence

**Duties:** Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices. Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards). Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

**Enquiries:** Ms Nelisiwe Mashazi **Telephone No:** 011 694 9377

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** JN000619

**Post Description:** SES: Tourism **Salary Level :** R 421 473.00 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 9377

**Sub-Directorate:** Curriculum Management and Deve **Section/ Unit:** FET **Reference Number:** JN000620

**Post Description:** SES: Life Sciences **Salary Level :** R 421 473.00 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 9377

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**Sub-Directorate:** Curriculum management and Deliv      **Section/ Unit:** FET      **Reference Number:** JN000621

**Post Description:** SES: Consumer Studies      **Salary Level :** R 421 473.00 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 9377

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**Sub-Directorate:** Curriculum Management and deliv      **Section/ Unit:** FET      **Reference Number:** JN000622

**Post Description:** SES: Geography      **Salary Level :** R 421 473.00 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 multifunctional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes

**Enquiries:** Ms Nelisiwe Mashazi      **Telephone No:** 011 694 9377

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**Sub-Directorate:** Information Systems & Strategic PI    **Section/ Unit:** Policy and Planning    **Reference Number:** JN000703

**Post Description:** DCES: Policy and Planning

**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. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills.

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

**Enquiries:** Ms Nelisiwe Mashazi

**Telephone No:** 011 694 9377

**Johannesburg South**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Circuit Management and Support **Section/ Unit:** **Reference Number:** JS000586

**Post Description:** Cluster Leaders X3 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 Lola Malimagovha **Telephone No:** 011 247 5944/57

**Sub-Directorate:** Curriculum Management and deliv **Section/ Unit:** FET **Reference Number:** JS000587

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

**Enquiries:** Ms Lola Malimagovha **Telephone No:** 011 247 5944/57

**Sub-Directorate:** Curriculum Management and deliv **Section/ Unit:** **Reference Number:** JS000588

**Post Description:** SES: Special Projects **Salary Level :** R 421 473.00 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 evelopment and development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

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

**Enquiries:** Ms Lola Malimagovha **Telephone No:** 011 247 5944/57

**Sub-Directorate:** Education Support **Section/ Unit:** Inclusion & Special Sc **Reference Number:** JS000590

**Post Description:** SES: Inclusion and special Schools X6 posts **Salary Level :** R 421 473.00 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 differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

**Enquiries:** Ms Lola Malimagovha **Telephone No:** 011 247 5944/57



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

**Reference Number:** JS000623

**Post Description:** SES: Consumer Studies and Hospitality

**Salary Level :** R 421 473.00 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 5944/57

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

**Reference Number:** JS000624

**Post Description:** SES: English FAL

**Salary Level :** R 421 473.00 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 5944/57

**Sub-Directorate:** Curriculum Management & Deliver      **Section/ Unit:** FET      **Reference Number:** JS000625

**Post Description:** SES: Assessment      **Salary Level :** R 421 473.00 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 5944/57

**Sub-Directorate:** Information Systems & Strategic PI      **Section/ Unit:** Policy and Planing      **Reference Number:** JS000626

**Post Description:** DCES: Policy and Planning      **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. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills.

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

**Enquiries:** Ms Lola Malimagovha      **Telephone No:** 011 247 5944/57

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**Sub-Directorate:** Information Systems & Strategic PI      **Section/ Unit:**      **Reference Number:** JS000628

**Post Description:** DCES: Curriculum Information Analyst      **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. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of stakeholders. Ability to work independently as well as in a team. Ability to deliver on mandates amidst competing priorities. Ability to work under pressure. Good written and verbal communication skills. Good presentation skills. Computer literate. Knowledge of all Microsoft Office Tools. Valid driver's license

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

**Enquiries:** Ms Lola Malimagovha      **Telephone No:** 011 247 5944/57

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**Sub-Directorate:** Head of the District      **Section/ Unit:** Labour Relations      **Reference Number:** JS000691

**Post Description:** SES: Labour Relations      **Salary Level :** R 421 473.00 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:** Ms Lola Malimagovha      **Telephone No:** 011 247 5944/57

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**Johannesburg West**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** JW000641

**Post Description:** SES: Assessment **Salary Level :** R 421 473.00 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.

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

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** JW000642

**Post Description:** SES: Creative Arts **Salary Level :** R 421 473.00 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 Jafta Lizwe **Telephone No:** 011 831 5433

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

**Section/ Unit:** Labour Relations

**Reference Number:** JW000643

**Post Description:** SES: Labour Relations

**Salary Level :** R 421 473.00 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 Jafta Lizwe

**Telephone No:** 011 831 5433

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

**Section/ Unit:** ECD & Foundation Ph

**Reference Number:** JW000644

**Post Description:** SES: English HL and FAL

**Salary Level :** R 421 473.00 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 Jafta Lizwe

**Telephone No:** 011 831 5433

**Sub-Directorate:** Education Support

**Section/ Unit:** Extra-curricular Progra

**Reference Number:** JW000645

**Post Description:** SES: HIV and Aids

**Salary Level :** R 421 473.00 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 school sports by strengthening partnerships with NGOs and Government at District, Provincial and National levels. Promote, monitor, and support mass participation in schools in partnership with Gauteng Sports, Arts, Culture and Recreation Department. Support partnerships that enhance healthy lifestyles and values. Support capacity building in School Sport, School Health, Values In Education, Life Skills, HIV & AIDS, and Youth & Culture Programmes. Promote inclusion in all Extra-Curricular activities. Compile Weekly, Monthly and Quarterly reports based on the five Extra-Curricular Programmes. Perform school visits for the promotion and support of Extra-Curricular Programmes in schools. Attend all meetings organised for the promotion of Extra-Curricular Programmes in schools

**Enquiries:** Mr Jafta Lizwe

**Telephone No:** 011 831 5433

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

**Section/ Unit:** Intermediate Phase

**Reference Number:** JW000646

**Post Description:** SES: Eng HL & FAL

**Salary Level :** R 421 473.00 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 Jafta Lizwe

**Telephone No:** 011 831 5433



**Sub-Directorate:** Education Support

**Section/ Unit:** LTSM

**Reference Number:** JW000647

**Post Description:** SES: LTSM

**Salary Level :** R 421 473.00 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 Jafta Lizwe

**Telephone No:** 011 831 5433

**Sub-Directorate:** Performance Management Develo

**Section/ Unit:** PMD

**Reference Number:** JW000648

**Post Description:** SES: QMS, EMS PMDS, PMDS PS

**Salary Level :** R 421 473.00 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:** Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices. Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards). Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

**Enquiries:** Mr Jafta Lizwe

**Telephone No:** 011 831 5433

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Teacher Centre    **Reference Number:** JW000649

**Post Description:** SES: Teacher Development    **Salary Level :** R 421 473.00 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 and computer literacy. Valid driver's License

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** JW000695

**Post Description:** SES: Engineering Graphic and Design    **Salary Level :** R 421 473.00 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 Jafta Lizwe    **Telephone No:** 011 831 5433

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**Sedibeng East**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** **Reference Number:** SE000578

**Post Description:** DCES: Teacher Development **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 Nomathemba Xawuka **Telephone No:** 016 440 1717

**Sub-Directorate:** Circuit Management and Support **Section/ Unit:** **Reference Number:** SE000579

**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 Nomathemba Xawuka **Telephone No:** 016 440 1717

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** SE000580

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

**Enquiries:** Ms Nomathemba Xawuka **Telephone No:** 016 440 1717

**Sub-Directorate:** Education Support **Section/ Unit:** **Reference Number:** SE000581

**Post Description:** SES: E- Learning **Salary Level :** R 421 473.00 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 Nomathemba Xawuka **Telephone No:** 016 440 1717

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** Intermediate Phase      **Reference Number:** SE000582

**Post Description:** SES: English and Afrikaans      **Salary Level :** R 421 473.00 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 and computer Literacy. A qualification in the identified phase will be an added advantage. Valid Driver's License.

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

**Enquiries:** Ms Nomathemba Xawuka

**Telephone No:** 016 440 1717

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**Sub-Directorate:** Education Support      **Section/ Unit:** LTSM      **Reference Number:** SE000583

**Post Description:** SES: LTSM X2 posts      **Salary Level :** R 421 473.00 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 and computer Literacy. 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 Nomathemba Xawuka

**Telephone No:** 016 440 1717

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** SE000584

**Post Description:** SES: Physical Science    **Salary Level :** R 421 473.00 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 and computer Literacy. A qualification in the identified phase will be an added advantage. Valid Driver's License

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

**Enquiries:** Ms Nomathemba Xawuka    **Telephone No:** 016 440 1717

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** SE000585

**Post Description:** SES: Mathematical Literacy    **Salary Level :** R 421 473.00 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 and computer Literacy. A qualification in the identified phase will be an added advantage. Valid Driver's License.

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

**Enquiries:** Ms Nomathemba Xawuka    **Telephone No:** 016 440 1717

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**Sedibeng West**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Education Support

**Section/ Unit:**

**Reference Number:** SW000565

**Post Description:** SES: School Health

**Salary Level :** R 421 473.00 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 9193

**Sub-Directorate:** Education Support

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

**Reference Number:** SW000566

**Post Description:** SES: Inclusion and Special Schools

**Salary Level :** R 421 473.00 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 differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

**Enquiries:** Ms Bertha Mlotshwa

**Telephone No:** 016 594 9193

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

**Reference Number:** SW000567

**Post Description:** SES: Consumer Studies

**Salary Level :** R 421 473.00 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 9193

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

**Reference Number:** SW000568

**Post Description:** SES: Geography

**Salary Level :** R 421 473.00 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 multifunctional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**Enquiries:** Ms Bertha Mlotshwa

**Telephone No:** 016 594 9193

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** SW000569

**Post Description:** SES: Mathematics **Salary Level :** R 421 473.00 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 developmental 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 9193

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** SW000570

**Post Description:** SES: Physical Science **Salary Level :** R 421 473.00 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 9193

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

**Section/ Unit:** FET

**Reference Number:** SW000572

**Post Description:** SES: CAT/ IT

**Salary Level :** R 421 473.00 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 ransformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License.

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

**Enquiries:** Ms Bertha Mlotshwa

**Telephone No:** 016 594 9193

**Sub-Directorate:** Curriculum Management & Deliver

**Section/ Unit:** Senior Phase

**Reference Number:** SW000704

**Post Description:** SES: Life Orientation

**Salary Level :** R 421 473.00 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 Bertha Mlotshwa

**Telephone No:** 016 594 9207

**Tshwane North**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Circuit Management and Support **Section/ Unit:** **Reference Number:** TN000559

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

**Sub-Directorate:** Curriculum Management and deliv **Section/ Unit:** **Reference Number:** TN000561

**Post Description:** SES: Special Projects **Salary Level :** R 421 473.00 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 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 Rejoice Manamela **Telephone No:** 012 543 4313



**Sub-Directorate:** Performance Management Development      **Section/ Unit:** PMD      **Reference Number:** TN000563

**Post Description:** SES: QMS, EMS PMDS, PMDS PS      **Salary Level :** R 421 473.00 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 PMDS and Performance assessment, procedures, regulations and policies. A sound knowledge of QMS, EMS, PMDS, PMDS-PS. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills, Computer Literacy, analytical and training and development skills. Valid Driver's Licence

**Duties:** Ensure the facilitation, implementation, monitoring and evaluation of educators and PS Staff Performance Management Systems. Conducting regular on site/ virtual visits to districts, teachers, and PS staff in schools and in offices. Coordinate and manage district priorities and projects such as GDE SEA (Service Excellence Awards). Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of QMS (Quality Management Systems), EMS PMDS (Education Management Service: Performance Management and Development System) and PMDS PS data collected to inform and improve staff accountability and performance and maintain database thereof. Collate and compile reports based on visits and provide feedback to learning institutions. Report to line managers regarding interventions and progress at learning institutions. Ensure the moderation of Performance Management Systems scores. Quality assures, detect errors on the submitted EMS PMDS, PMDS PS documents and QMS scores in preparation for the moderation process. Capture scores on PERSAL, detect errors and clear the database. Ensure the compilation of monthly reports on the implementation of all Performance Management Systems. Resolve disagreements and respond to queries as per the approved policy frameworks. Ensure accurate analysis of Performance Management systems outputs. Collect, capture, and analyze scores for every QMS, EMS PMDS & PMDS PS performance cycles. Ensure the correct implementation/ capturing of QMS, EMS PMDS & PMDS PS outcomes on PERSAL. Monitor and give support to both EMS PMDS, QMS & PMDS PS appraisal and development processes. Facilitate the implementation of Performance Management Systems Output. Ensure effective implementation of QMS, EMS PMDS & PMDS PS policies, procedures, and guidelines in schools and in offices. Conduct research and keep abreast of the latest trends in the field of education. Facilitate workshops and training sessions on behalf of your section/area of responsibility as part of strengthening implementation of the latest policy guidelines and structures on Quality Management Systems.

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

**Sub-Directorate:** Curriculum Management and Delivery      **Section/ Unit:** Senior Phase      **Reference Number:** TN000693

**Post Description:** SES: Social Science      **Salary Level :** R 421 473.00 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 Rejoice Manamela      **Telephone No:** 012 543 4313



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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** ECD & Foundation Ph    **Reference Number:** TN000694

**Post Description:** SES: Life Skills

**Salary Level :** R 421 473.00 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 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 Rejoice Manamela

**Telephone No:** 012 543 4313

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**Tshwane South**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** TS000608

**Post Description:** SES: Foundation Phase

**Salary Level :** R 421 473.00 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 6363/5

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Teacher Centre **Reference Number:** TS000609

**Post Description:** SES: Teacher Development X2 posts

**Salary Level :** R 421 473.00 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. Knowledge of DMS policy, ICT skills, CPTD, project management , planning and Teacher development Centre management skills. 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 and computer literacy . Valid driver's license.

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

**Enquiries:** Mr Thabiso Mphosi

**Telephone No:** 012 401 6363/5

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number:** TS000610

**Post Description:** SES: Isizulu    **Salary Level :** R 421 473.00 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. Knowledge of Isixhosa or Xitsonga will be an added advantage. 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. 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 6363/5

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number:** TS000611

**Post Description:** SES: English    **Salary Level :** R 421 473.00 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 6363/5

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**Tshwane West**

**VACANCY LIST 2022 (OFFICEBASED)**

**Sub-Directorate:** Curriculum Management and deliv **Section/ Unit:** E-Learning **Reference Number:** TW000600

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

**Sub-Directorate:** Curriculum Management and deliv **Section/ Unit:** Intermediate Phase **Reference Number:** TW000601

**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 Intermediate 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 longterm strategies and projects to achieve the above. Structuring and facilitating constructive relationships with various teacher and curriculum development providers in the community, private, government and non-government sectors. Plan and develop policies for supporting the management of Senior Phase educators and programmes Establish and maintain systems for supporting strategic planning in Senior Phase classes. Monitor the quality of institutions.

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

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** TW000602

**Post Description:** SES: Setswana

**Salary Level :** R 421 473.00 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:** FET **Reference Number:** TW000603

**Post Description:** SES: Civil Technology

**Salary Level :** R 421 473.00 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:** FET

**Reference Number:** TW000604

**Post Description:** SES: Physical Science X2 posts

**Salary Level :** R 421 473.00 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