

DEPARTMENT OF EDUCATION

POST: CHIEF EDUCATION SPECIALIST:
Education Planning and Information

DIRECTORATE: EMIS

REF. NO: 2015/05/40

SALARY: R664 455.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office

REQUIREMENTS: An appropriate Bachelor's degree or equivalent recognized qualification / Teaching diploma or minimum of REQV 13 which must include 9 years teaching experience Plus credible, relevant management experience. Must be registered with SACE. Experience in education and knowledge of education legislation, education policies, public finance, economics, mathematics or statistics and computer literacy (especially word-processing, spreadsheets and databases). The ability to identify and conceptualize education policy problems and find solutions; The ability to cooperate well with people both within and outside government; Good written and verbal communications skills; Research experience; and analytical skills; Strong interest in the development of the education system. Valid driver's license.

DUTIES: Ensure the overall management of the sub-directorate including the planning, budgeting and delivery of all activities under the sub-directorate; Initiate and manage large scale projects leading to the design, implementation and maintenance of databases, and the production of knowledge about the size, shape and quality of pre-tertiary education in the province; Manage the quality education data in the Department, such as SA SAMS data. Coordinate the annual surveys on the different sectors of provincial education; Design, measure and report on education indicators; Design and implement education research projects focusing on the quantitative analysis of education provision; Engage in high level data analysis to support decision-makers at all levels; Design and conduct education surveys to collect data on the education system provincially or in conjunction with the national Department of Education; Produce standard statistical reports and multi-year analysis; and Develop and measure education indicators to measure the performance of the provincial education system; and produce annual statistical reports for public accountability.

ENQUIRIES: Mr. M Sujee. Tel No: (011) 355 0017

POST: CHIEF EDUCATION SPECIALIST:
EDUCATION RESEARCH

DIRECTORATE: Education Research and Knowledge Management

REF. NO: 2015/05/41

SALARY: R664 455.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate, recognized 3-year Degree/Teaching diploma or a minimum of REQV 13 which must include 9 years minimum teaching experience plus credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills An understanding of Gauteng Provincial Government's strategic vision, priorities and public service legislation. A thorough knowledge of all policies and legislation governing education in South Africa. An in-depth knowledge of policy formulation process, changes, strategies and interventions as well as conflict and change management within Gauteng Department of Education.. A demonstrated ability to conduct independent research (e.g. through publication track record). Extensive experience in education research is a prerequisite. The incumbent must have good communication (verbal and written) and presentation , computer literacy, planning and strategic thinking, organizing and people management, research, strategic and leadership skills, interpersonal skills and team building, problem solving, analytical, conceptual and formulation skills and sound interpersonal relations. Knowledge of administrative procedures, a good understanding of the sector and relevant regulations. Valid driver's license.

DUTIES: Responsible for development and overall management of education research sub-directorate's activities including strategic and operational planning and budgeting. Incumbent should be able to design and conduct good quality research projects for the department using qualitative and/or quantitative methodologies that has both strategic and policy relevance, including identifying options and recommending courses of action to executive management and other stakeholders in the department. Ability to identify, initiate, conduct desktop research and writes research reports to inform department executive management of emerging issues and the extent to which policies and programmes are meeting objectives. Provides consulting and expert advice to department on research design specifications, criteria for selecting service provider in response to research request, research methodology, data manipulation and

the application of statistical procedures to colleagues in the department and quality assure the structure of the research report. Disseminate, explain and defend the findings of research projects to department executive management, departmental committees, staff and members of the research community.

ENQUIRIES: Head Office – Mr. Dr D. Makhado.
Tel. No: (011) 355 0560

POST: DEPUTY DIRECTOR:
Disaster Recovery & IT Security

DIRECTORATE: IT Support SERVICES

REF. NO: 2015/05/42

SALARY: R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate degree or diploma in Information Technology, grade12 certificate, or any relevant qualification, 3-5 years in an IT working environment. Relevant IT knowledge, risk management practices, PFMA Act, Cisco networking essentials, SLA's, Public service act and regulations, Labour relations Act, extensive working knowledge of public sector, knowledge of educational software systems, knowledge of current technology development and future trends, good verbal and written communication skills, planning and problem solving skills, project and financial

DUTIES: Develop and implement IT Continuity plan, updating and regular testing of the IT Continuity plan, ensure that all the IT identified risk are properly managed and escalated to the relevant individual in minimizing the possible impact and exposure to the information technology threats and vulnerabilities, liaise with business Continuity coordinators to develop effective working relations, ensure adoption of correct IT Risk Management standards for the regulatory requirements and industry guidance to identify points of vulnerability, maximize availability for mission critical systems, work closely with other IT units and risk management to develop/maintain the IT DR plan for critical systems and applications, ensure that IT Continuity plan is revised and reviewed quarterly/plan maintenance, that all the related documentations and IT DR materials are up to date and change is properly recorded, meetings and continued communication with all the relevant stake holders

ENQUIRIES: Head Office – Mr. V Khoza
Tel No: (011) 355 0183

POST: DEPUTY DIRECTOR:
PROJECT MANAGER

SUB-DIRECTORATE: IT SUPPORT SERVICES

REF. NO: 2015/05/43

SALARY: R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate degree or diploma in Information Technology, grade12 certificate, or any relevant qualification, 3-5 years in an IT working environment. Relevant IT knowledge, risk management practices, PFMA Act, Cisco networking essentials, SLA's, Public service act and regulations, Labour relations Act, extensive working knowledge of public sector, knowledge of educational software systems, knowledge of current technology development and future trends, good verbal and written communication skills, planning and problem solving skills, project and financial

DUTIES: Ensure provision of e-Learning solution transversal support services to the department including schools, manage the programme rollout and associated projects, and ensure provision of support to the introduction of Information & Communication Technology (ICT) in Public Schools. Develop, monitor and maintain e-Learning solution policies, procedure manuals and best practices, and ensure implementation thereof, maintain IT related programme rollouts within the department, facilitate training initiatives for Head Office, District Offices and schools in terms of e-Learning solutions; conduct training to educators, manage any outsourcing of training delivery, prepare the annual staffing and resource plan, design application of the functional policies and procedures

ENQUIRIES: Head Office – Mr. V Khoza
Tel No: (011) 355 0183

POST: DEPUTY DIRECTOR: Communication

DIRECTORATE: Corporate Communications

REF. NO: 2015/05/44

SALARY: R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate, recognised three year qualification or an equivalent Qualification in Public Relations, Communications or Journalism plus 3-5 years relevant working experience OR Grade 12 or equivalent PLUS more than 10 years relevant experience. Ability to translate from English to target language and vice versa. Knowledge of education sector would be an advantage. Excellent communication skills (written & verbal). Ability to offer creative input and to work under pressure. Management and financial experience. An understanding of and commitment to the strategic objectives of the Gauteng Provincial Government. Sound understanding of computer packages (MSWord, MS Excel, and MS PowerPoint) and communication, negotiations, facilitation, organizing and public relations skills. Knowledge and understanding of the local languages is essential. Ability to work under pressure. Ability to work in a team. Attention to detail. Valid driver's license.

DUTIES: Compilation of stories including translation. Drawing up of the diary of stories to go into the internal publications. Liaising with relevant stakeholders such as public entities to source information. Proof reading and editing of all publications. Oversee/monitor the distribution of the publication to both internal and external stakeholders. Ensure the availability and accessibility of other material for internal and external stakeholders. Ensure continuous maintenance and update of the intranet. Managing content for the website. Branding, conceptualizing for banners and promotional material. Provide language advisory services (e.g. plain language usage) Facilitate the implementation of language policy

ENQUIRIES: Head Office – Ms .S Twala.
Tel. No: 011 355 1530

DEPUTY DIRECTOR: Collective Bargaining

DIRECTORATE: Collective Bargaining Specialist

REF. NO: 2014/05/45

SALARY: R532 278.00 p.a. ((All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual's needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate National Diploma or Degree: Human Resources/Public Management/ Public Administration or Labour Law (majoring in Labour Relations/Labour Law). Relevant 3-5 years supervisory experience specific to Labour relations. Knowledge of Public Service Act, Basic Conditions of Employment Act; Labour Relations Act; White Paper of Transforming; Public Services; PSCBC Resolutions; Public Service Regulations; Public Finance Management Act, and Human Resource Policies. Good Computer skills. Good verbal and written communication. Strong leadership skills and qualities; Policy development and research skills; Good inter-personal relations; Self-disciplined and able to work under pressure with minimum supervision; Presentation skills; Problem solving; Project planning, management and Project leader. Must have a valid driver's license.

DUTIES: Negotiate and manage agreements in the Departmental Bargaining Chamber. Obtain mandates for negotiations and present possible solutions. Ensure communication of resolutions and decisions of the Collective Bargaining Chamber to the employees of the Department. Provide professional and support services in respect of the employer's participation in the collective bargaining processes. Manage the coordination of the employer caucus process. Provide advice and guidance in respect of all employee relations issues, policy, systems and development. Coordinate bilateral on behalf of HOD and MEC with education Stakeholders. Ensure the effective, efficient and economic utilisation of allocated resources Identify and manage subordinates development needs.

Conduct performance assessments for subordinate personnel. Support and monitor subordinates performance.

ENQUIRIES: Ms. Maria Peloeahae.
Tel. No: 011 355 0976

CLOSING DATE: 13 JUNE 2014

The Gauteng Provincial Government Is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. A certified copy of your identity document and qualifications must be attached. Certification must not be 6 months old. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed.

Applications must be delivered or posted to: Physical address -111 Commissioner Street, Johannesburg, 2001. Postal address - P.O. Box 7710, Johannesburg, 2000.

PLEASE NOTE: Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Call Centre: 0800 000 789
www.education.gpg.gov.za