

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Mahape
- CLOSING DATE** : 29 November 2024
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (Only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

MANAGEMENT ECHELON

- POST 42/01** : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/06/2024**
Branch: Curriculum Policy, Support and Monitoring
- SALARY** : R1 741 770 per annum, all-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised undergraduate qualification (NQF level 8) or equivalent and Post Graduate qualifications as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years' experience at senior managerial level; Extensive professional and practical experience in the field of education/curriculum; Candidate should be an effective communicator; Ability to develop curriculum and assessment for skills and competencies for a changing world; Ability to develop policy and support, monitor and evaluate curriculum implementation supported by Umalusi. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills. Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively. Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability.
- DUTIES** : The successful candidate will be responsible for policy support and monitoring of curriculum (GET and FET) from Grades R to 12 including Special Needs Education, Policy support, Learner with Special Education Need, Curriculum Innovation, National Strategy for Learner Attainment (NSLA), Rural Education and E-Learning; Increasing learner participation and success rate to meet the goals of the National Development Plan and Action Plan 2019 Towards the

realization of schooling 2030; Managing learner qualification improvement programmes; Providing strategic leadership to the Technical Support and Language Units; Implementing, supporting and monitoring curriculum for Grade R to 12 and special interventions and support programmes to provinces, districts and schools; Monitoring and supporting CAPS implementation and strengthening school based assessment; Monitoring and supporting the implementation of the National Curriculum Statement (NCS) on reading in grade R-9 in order to improve teaching and learning; Providing quality education for learners with Special Education Needs and home schooling; Ensuring that learners with severe to profound intellectual disabilities access quality publicly funded education and support; Implementing MST and Curriculum Enhancement programmes; Policy support including foundation of learning, Dinaledi, ICTs and NSLA.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/
Mr M Segowa (012) 357 4291

NOTE : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/02 : **DEPUTY DIRECTOR-GENERAL REF NO: DBE/07/2024**
Branch: Teachers, Education Human Resources and Institutional Development

SALARY : R1 741 770 per annum, all-inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised undergraduate qualification (NQF level 8) or equivalent and post-graduate qualifications as recognised by SAQA in the Social; Education or Management Sciences field; At least 8 years experience in the Education sector; Ability to maintain labour peace in the sector; Ability to coordinate processes for managing demand and supply of Educators; Ability to coordinate processes for training and development of Educators; Process competencies: Knowledge Management; Service Delivery Innovation; Problem-solving and Analysis; Client Orientation and Customer Focus; and Communication skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively. Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The ideal candidate should have a vision, a mature sense of leadership and proven management abilities to ensure that the branch can meet the goals and targets as reflected in the National Development Plan (NDP) as well as the Action Plan to 2024, towards schooling 2030.

DUTIES : The successful candidate will be responsible for developing policies and systems for managing teachers demand and supply in collaboration with provinces; Providing oversight to the Fundza Lushaka bursary scheme; Providing direction and strategic leadership to enable the recruitment, retention, utilization, support and development of educators; Providing guidance on the implementation of a coherent teacher development strategy, including the use of innovative practices to identify, record and respond to teacher development needs, including support to learners with special education needs; Providing strategic leadership in the management and administration of the Branch, including the development and compliance with targets as contained in the Medium Term Development Plan (MTDP), the

Annual Performance Plans (APP); Providing reports to oversight structures as required; Managing the post provisioning process and other HR-related matters; Managing systems and processes for the management of Educator and school performance; Managing staff performance in line with their performance agreements, as well as managing the budget of the Branch; Overseeing the development and management of a National Teacher Induction Programme; Overseeing processes for collective bargaining and ensure maintenance of labour peace within the education sector; Coordinating collaboration with different stakeholders within the Basic Education sector.

ENQUIRIES

: Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

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POST 42/03

: **CHIEF DIRECTOR REF NO: DBE/08/2024**
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development

SALARY CENTRE REQUIREMENTS

: R1 436 022 per annum, all-inclusive remuneration package
: Pretoria
: An appropriate recognised undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; 5 Years' experience at senior managerial level; A post-graduate degree will be an advantage; Understanding of education sector experience in the education sector; Understanding of policies governing teacher development processes as well as the ability to analyse data. Process competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Confident, trustworthy, accurate, adaptable and diplomatic; Valid driver's license and willing to travel extensively.

DUTIES

: The successful candidate will be responsible for overseeing the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED), as well as monitoring the performance of the South African Council for Educators (SACE) in relation to its management of the CPTD management information system; Overseeing the training and development of educators in Mother-Tongue based Bilingual Reading Literacy (MTBbRL) as well as Mother-Tongue based Bilingual Education (MTBbE); Overseeing the management of Professional Learning Communities as well as the Teacher Union Collaboration (TUC); Overseeing the management of the Fundza Lushaka Bursary programme, the National Teacher Awards (NTA) and the National Teacher Induction Programme (NTIP); Overseeing the quality of programmes offered by Higher Education Institutions in collaboration with the Department of Higher Education and Training (DHET) as well as Higher Education Institutions (HEIs); Supporting Educator programmes on Skills for a Changing World as well as the use of the relevant platforms such as the online Teacher Development Platform; Ensuring that all programmes provided to teachers are SACE endorsed; Providing strategic leadership in the management and administration of the Chief Directorate, including the development and compliance with targets as contained in the Medium Term Development Plan (MTDP), the Annual Performance Plans (APP); Managing staff performance in line with their performance agreements, as well as managing the budget of the Chief Directorate; Providing reports to oversight structures as required.

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Mr M Segowa Tel No: (012) 357 4291
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- POST 42/04** : **DIRECTOR REF NO: DBE/09/2024**
Branch: Teacher, Education Human Resources, and Institutional Development
Chief Directorate: Education Human Resources Management (EHRM)
Directorate: Educator Performance Management and Development, and Whole School Evaluation
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, all-inclusive remuneration package
: Pretoria
: An appropriate recognised undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; A relevant post-graduate qualification will serve as an advantage; 5 years' experience at Middle/Senior Managerial level in the Education sector; Extensive experience in the field of institution and employee performance management; An in depth knowledge and understanding of the Quality Management System (QMS) and the Performance Management System for Office-Based Educators (PMDS); Understanding of Skills Development legislation; Understanding of Policy on Whole School Evaluation(WSE) as well other relevant education policies, legislations, regulations procedures; Extensive knowledge of education policies; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy, accurate, adaptable, diplomatic; Valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for providing strategic leadership, management and guidance to schools, Districts and Provincial Education Departments on all matters pertaining to QMS/PMDS, Whole School Evaluation and implementation of the Skills Development legislation; Setting up systems for effective management, monitoring and reporting on QMS, WSE and Skills Development; Work with the National Institute for Curriculum and Professional Development (NICPD) to ensure that needs identified through QMS/PMDS and WSE are responded to; Liaising and co-operating with provincial education departments, other government departments, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs; Monitoring and evaluating policies and strategies to promote the work of the directorate; Supporting Provinces to ensure that skills development budgets are protected and used for professional development as appropriate; Supporting the use of the online Teacher Development Platform and other innovative practices to build the capacity of teachers; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Facilitating the sharing of best practice; Providing strategic leadership to staff and develop annual plans; Developing strategies to improve and support school and educator performance.

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POST 42/05 : **DIRECTOR REF NO: DBE/10/2024**
Branch: Delivery and Support
Chief Directorate: Foundations for Learning
Directorate: Early Childhood Development

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum, all-inclusive remuneration package
: Pretoria
: An appropriate undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; 3 years' relevant experience within the Early Childhood Education field; 5 years' experience at Middle/Senior Managerial level; In-depth knowledge and experience of implementation of Monitoring, Evaluation and Reporting systems and processes in ECD in line with Section 8 of the National Education Policy Act; A thorough understanding of and experience in all processes involved in project management; Extensive knowledge on the development of young children; Knowledge of the key challenges in ECD and how these can be mediated to improve child outcomes, school readiness, as well as to contribute to children's subsequent success in life; Knowledge of the National Curriculum Framework and its implementation in birth to 4; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of Early Childhood Development programmes; Ability to provide leadership to the ECD sector in line with the ECD Service Delivery Model; Ability to coordinate and manage the finances of the directorate in line with the PFMA and National Treasury Regulations; Ability to handle pressure; Planning and organisation skills; Good interpersonal relations; A valid driver's license. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management.

DUTIES : The successful candidate will be responsible for managing the development, implementation, and evaluation of legislation, policies, programmes and systems for Early Childhood Development and monitor their implementation; Managing the administration and staff of the Directorate; Developing, implementing and monitoring the implementation of the ECD Service Delivery Model and ECD Strategy to ensure expanded access to ECD; Providing oversight and guidance to Provincial Education Departments, including providing capacity building, special interventions and support programmes to provinces, districts and ECD programmes; Providing monitoring and supporting ECD provisioning to support access for children with special needs; Ensuring the implementation of the curriculum and relevant pedagogies in ECD Programmes; Strengthening intra- and inter- sectorial collaboration;

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shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/06

: **DIRECTOR REF NO: DBE/11/2024**
Branch: Finance and Administration
Chief Directorate: Financial Services
Directorate: Provincial Budget Monitoring and Support, Financial Planning and Economic Analysis

SALARY
CENTRE
REQUIREMENTS

: R1 216 824 per annum, all-inclusive remuneration package
: Pretoria
: An appropriate undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; 5 years' experience at Middle/Senior Managerial level with relevant experience; An understanding and experience of provincial budgeting within the education sector; An understanding of financing policies affecting the basic education sector, and current debates around those policies; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts; Knowledge of Monitoring, Evaluation and Reporting systems and processes; Good interpersonal relations and the ability to handle pressure; Planning and organising skills; Strong leadership qualities; Analytical skills; Advanced computer skills with Excel experience and strong report-writing skills; A valid driver's license. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management, and Conflict Management.

DUTIES

: The successful candidate will be responsible for ensuring the effective monitoring of Provincial Education Departments' (PEDs) budget and spending in line with the Annual Performance Plans (APPs) and strategic plans; Ensuring improved quality of provincial Educations budgets and funding of education priorities; Ensuring that education norms and standards funding policies are developed and monitored; Monitoring the transferring and utilisation of school funding norms and standards; Assessing future financial needs of education in relation to policy where applicable; Facilitating and monitoring the standard and uniform reporting formats and the programme structures of the PEDs, to monitor the spending trends; Analysing the PED's performance and target data for credibility and suitability; Analysing of provincial APPs; Providing secretarial services to the HEDCOM subcommittee on Finance; Ensuring the country's basic education's expenditure reporting obligations adhere to UNESCO questionnaire.

ENQUIRIES

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Mr M Segowa Tel No: (012) 357 4291

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disclose his/her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

OTHER POSTS

POST 42/07 : **DEPUTY DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIALS PROVISIONING REF NO: DBE/14/2024 (X3 POSTS)**
Branch: Delivery Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance
(One-Year Renewable Contract)

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive remuneration package
: Free State, Kwa Zulu Natal, and Pretoria
: An appropriate undergraduate qualification (NQF level 6) or equivalent qualification as recognised by SAQA; 4 years' relevant experience as an Assistant Director or equivalent; 3 years working experience for either at the province or national education department; Knowledge with regards to all forms of Learner and Teacher Support Material (LTSM) developing and provisioning in the Education Sector; Knowledge of project management; Good and functional knowledge of Government prescripts and government procurement processes; Knowledge of Monitoring, Evaluation and Reporting systems and processes; Knowledge of the educational framework and policies; Knowledge and understanding of the Department's Annual Performance Plan (APP), Public Finance Management Act (PFMA), Schooling 2025, Action Plan 2019 and the Minister's Delivery Agreement; Understanding of the role of LTSM in the Fourth Industrial Revolution (4IR); Understanding of the curriculum; Sound operational planning and management skills; Excellent communication (verbal and written) skills; Excellent data and information management skills; Strong leadership, negotiation and facilitation skills; Advanced applied skills of Computer literacy in MS Office software package (Access, Excel and Outlook) and other relevant software; Good interpersonal relations; Ability to proof-read and edit documents; Ability to work well independently and under pressure as well as adhere to deadlines; Ability to handle pressure; Willingness to work extensive hours and to travel; A valid driver's licence.

DUTIES : The successful candidate will be responsible for developing and implementing Learner and Teacher Support Material (LTSM) Policies; Developing and managing the monitoring systems; Developing Terms of Reference for the submission and evaluation of LTSM; Managing all the processes around the centralised and decentralised development and provisioning of LTSM; Managing submissions, evaluating LTSM and developing the National Catalogues; Managing the project implementation; Managing the development and implementation of LTSM electronic monitoring systems; Managing all the data related functions of LTSM provisioning; Managing communication and inter-relationships with Provincial Education Department and all stakeholders in the education sector; Monitoring, supporting and reporting on provincial (centralised/decentralised) procurement and delivery of LTSM processes; Monitoring and reporting on textbook utilisation; Undertaking strategic and financial planning for LTSM projects and activities.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/08 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DBE/15/2024**
Branch: Office of the Director General
Directorate: Internal Audit, Risk Management and Investigation

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), all-inclusive remuneration package
: Pretoria
: An appropriate undergraduate qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Risk Management/Internal

Auditing/Accounting; 4 years' relevant experience as an Assistant Director or equivalent; Minimum of 5 years' experience in risk management; Excellent communication skills, independence, excellent time management and adhere to stringent deadline dates.

DUTIES : The successful candidate will be responsible for developing, maintaining and ensuring the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks; Participating in the development of review and implementation of the risk management framework, incorporate inter alia risk management policy, risk management strategy, risk management implementation plan, risk identification and assessment methodology, risk appetite and tolerance and risk classification; Conducting workshops in order to assist management in developing the strategic, operational and project risk registers; Analysing in conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and assist to develop interventions or measures to address existing gaps; Assisting with the identification of emerging risks, materialising risks and monitoring and reporting thereof; Developing, maintaining and ensuring the implementation of Business Continuity Management policies, guidelines and procedures in line with relevant legislation and frameworks; Promoting and institutionalising risk aware culture and compliance in all branches; Providing training and facilitating enterprise risk management (ERM) sessions to improve level of awareness in all branches; Facilitating processes relating to the Risk Management Committee; and Managing subordinates under area of responsibility.

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NOTE : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

POST 42/09 : **ASSISTANT DIRECTOR: LEARNING AND TEACHING SUPPORT MATERIALS PROVISIONING REF NO: DBE/17/2024**
Branch: Delivery Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance
(One-year Renewable Contract)

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Eastern Cape
: An appropriate undergraduate qualification (NQF level 6) or equivalent qualification as recognised by SAQA; 3 years relevant experience at supervisory level; 5 years relevant experience in the public sector; Exceptional knowledge with regards to Public Administration; Understanding of Learner Teacher Support Material (LTSM) development and provisioning in the Education Sector including the Grade R-9 workbooks; Understanding of Government Prescripts such as the South African Schools Act; Financial Management focusing on Management Accounting (Budget and Expenditure), Excellent communication (verbal and written) skills; Ability to proof-read and edit documents; A valid driver's Licence.

DUTIES : The successful candidate will be responsible for monitoring the ordering, printing, delivery and utilisation of the Grades R – 9 Workbooks; Assisting in developing policies, guidelines, business processes regarding the provisioning of LTSM; Coordinating the production, procurement, delivery monitoring, reporting and utilisation of Learner Teacher Support Material (LTSM) in the provinces, districts and in schools; Organising and coordinating consultations and engagement with different stakeholders; Organising task teams with stakeholder to ensure that there is proper provisioning of Learner Teacher Support Material (LTSM); Providing support to the Project management team in implementing the key LTSM activities.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply.

- POST 42/10** : **LEGAL ADMINISTRATIVE OFFICER (GRADE-5) REF NO: DBE/16/2024**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
Directorate: Legislative Services
- SALARY CENTRE REQUIREMENTS** : R440 412 per annum
: Pretoria
: An appropriate recognised LLB degree plus 8 years' appropriate post-qualification legal experience; Experience in analysing, interpreting and drafting of legal documents; Knowledge of education law will serve as an advantage; Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations; Knowledge of civil procedure; Ability to draft contracts and legal opinions; Good legal administration skills; Good problem-solving skills; Good presentation skills; Excellent communication (verbal and written) skills; Strong analytical skills; Skills in the interpretation of statutes and in conducting research; Above-average computer literacy; Willingness to work irregular hours.
- DUTIES** : The successful candidate will be responsible for Providing and administering legal advice/opinions in the Department, conducting research on policy, legislation and legal principles; Providing legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Providing legislative support to provincial education departments; Providing legal education to departmental officials; Drafting and/or amending legal documents including primary and secondary legislation that is administered by the Department and pilot such legislation through Parliament; Drafting and editing legal correspondence on all administrative enquiries; Ensuring compliance with PAIA, PAJA and POPI; Commenting on drafting legislation of other departments, when so requested; Monitoring, coordinating and evaluating the effective implementation of education legislation; Assisting Project Managers with legal support in regard to contracts; Assisting with contract drafting and litigation; Conducting awareness on legal matters and legal intervention and carry out any other relevant duties as instructed.
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