

**Ekurhuleni North**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number:** EN000512

**Post Description:** Cluster Leader X3 Posts      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

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

**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number:** EN000513

**Post Description:** SES: Assessment      **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** EN000514

**Post Description:** DCES: FET    **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number:** EN000515

**Post Description:** DCES: Intermediate Phase    **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

**Duties:** Managing the 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 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 Intermediate Phase educators and programmes Establish and maintain systems for supporting strategic planning in Intermediate Phase classes. Monitor the quality of institutions.

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

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** EN000516

**Post Description:** SES: Sepedi **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** EN000517

**Post Description:** SES: Natural Sciences/ Technology **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** EN000518

**Post Description:** SES: Sotho languages    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Education Support    **Section/ Unit:** Inclusion & Special Sc    **Reference Number:** EN000521

**Post Description:** SES:Inclusion Facilitator X2 Posts    **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

**Duties:** Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

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

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**Sub-Directorate:** Head of the District      **Section/ Unit:** Dispute Management      **Reference Number:** EN000522

**Post Description:** SES: Labour Relations      **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

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

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

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**Sub-Directorate:** Curriculum Management & Deliver      **Section/ Unit:** Intermediate Phase      **Reference Number:** EN000561

**Post Description:** SES: English HL and Afrikaans HL & FAL      **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** LTSM    **Reference Number:** EN000578

**Post Description:** DCES: LTSM    **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in Education Support Systems. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc.). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate. Strong interest in education support systems. Analytical and report writing skills. Valid driver's license.

**Duties:** Guide procurement processes for LTSM for Public Schools and Public Special Schools. Follow up on orders and deviations on behalf of schools. Receive expenditure statements and reports from schools. Communicate with schools on matters relating 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 and to brief them on matters relating to the procurement of LTSM and other LTSM matters. Communicate with the relevant LTSM Directorate 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:** EN000591

**Post Description:** SES: Civil Technology    **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of 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:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** EN000592

**Post Description:** SES: Mechanical Technology    **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of 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:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number:** EN000594

**Post Description:** SES: Sotho Languages    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Ekurhuleni South**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number:** ES000504

**Post Description:** Cluster Leader      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

**Enquiries:** Mr Xolani Kheswa      **Telephone No:** 011 389 6034

**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number:** ES000505

**Post Description:** DCES: FET      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

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

**Enquiries:** Mr Xolani Kheswa      **Telephone No:** 011 389 6034



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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** ES000506

**Post Description:** SES: Life Science    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Xolani Kheswa    **Telephone No:** 011 389 6034

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** ES000507

**Post Description:** SES: Accounting    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Xolani Kheswa    **Telephone No:** 011 389 6034

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**Sub-Directorate:** Education Support

**Section/ Unit:** Extra-Curricular Progr

**Reference Number:** ES000508

**Post Description:** SES: Sports and Extra Curricular -Values in Education

**Salary Level :** R415 245.00 per annum

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

**Duties:** To promote social cohesion through sports by strengthening partnership programmes with NGOs and Government at district level. Promote, monitor and support mass participation in schools in Partnership with Gauteng sports, arts, culture and recreation department. Support partnerships that enhance healthy lifestyle and positive values. Support capacity building in sports programmes. Promote inclusion in sports. Compile weekly, monthly and quarterly reports based on sports. Perform school visits for the promotion and support of sporting codes in schools. Attend all sport meetings organized by the provincial office for the promotion of sports in schools.

**Enquiries:** Mr Xolani Kheswa

**Telephone No:** 011 389 6034

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

**Section/ Unit:** Senior Phase

**Reference Number:** ES000509

**Post Description:** SES: Mathematics

**Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Mr Xolani Kheswa

**Telephone No:** 011 389 6034

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Early Childhood Dev &    **Reference Number:** ES000511

**Post Description:** SES: Grade R    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Xolani Kheswa    **Telephone No:** 011 389 6034

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Early Childhood Dev &    **Reference Number:** ES000559

**Post Description:** SES: Life Skills    **Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Mr Xolani Kheswa    **Telephone No:** 011 389 6034

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** ES000581

**Post Description:** SES: English **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Xolani Kheswa **Telephone No:** 011 389 6034

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** ES000609

**Post Description:** SES: EMS **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Xolani Kheswa **Telephone No:** 011 389 6034

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Intermediate Phase    **Reference Number:** ES000610

**Post Description:** SES: Assessment

**Salary Level :** R415 245.00 per annum

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

**Duties:** Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist 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

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**Gauteng East**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

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**Sub-Directorate:** Education Support

**Section/ Unit:** Inclusion & Special Sc **Reference Number:** GE000523

**Post Description:** SES:Inclusion Facilitator

**Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

**Duties:** Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

**Enquiries:** Mr Mpho Leotlela

**Telephone No:** 011 736 0717

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

**Section/ Unit:** LTSM

**Reference Number:** GE000524

**Post Description:** SES: LTSM X3 Posts

**Salary Level :** R415 245.00 per annum

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

**Duties:** Guide procurement processes of LTSM in Public Schools, Public Special Schools and AET centres. Facilitate the evaluation, selection and distribution of LTSM. Implement and monitor LTSM policy. Communicate with schools on matters relating to LTSM. Report on daily, weekly and monthly transactions with schools on matters relating to LTSM. Advise schools on the relevant use of the allocated LTSM budget. Hold regular meetings with schools for discussions on matters relating to the procurement of LTSM. Communicate with the relevant stakeholders on matters relating to LTSM procurement in schools.

**Enquiries:** Mr Mpho Leotlela

**Telephone No:** 011 736 0717

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** GE000525

**Post Description:** SES: Sesotho    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Early Childhood Dev &    **Reference Number:** GE000526

**Post Description:** SES: Grade R    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** GE000527

**Post Description:** SES: Nguni Languages    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** GE000528

**Post Description:** SES: Assessment    **Salary Level :** R 415 245.00 per annum

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

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

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

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

**Reference Number:** GE000529

**Post Description:** SES: Accounting

**Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Mpho Leotlela

**Telephone No:** 011 736 0717

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

**Reference Number:** GE000530

**Post Description:** SES: Library Services

**Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Mr Mpho Leotlela

**Telephone No:** 011 736 0717

**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number:** GE000531

**Post Description:** Cluster Leader X2 Posts      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

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

**Sub-Directorate:** Curriculum Management & Deliver      **Section/ Unit:** Early Childhood Dev &      **Reference Number:** GE000558

**Post Description:** SES: Life Skills      **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Intermediate Phase    **Reference Number:** GE000573

**Post Description:** SES: Assessment

**Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Mr. Mpho Leotlela

**Telephone No:** 011 736 0717

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**Gauteng North**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** GN000484

**Post Description:** SES: Natural Sciences    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Ms Mpho Muthelo    **Telephone No:** 012 846 3516

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** GN000485

**Post Description:** SES: Assessment    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Ms Mpho Muthelo    **Telephone No:** 012 846 3516

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Senior Phase **Reference Number:** GN000486

**Post Description:** SES: African Languages **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Ms Mpho Muthelo **Telephone No:** 012 846 3516

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**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** GN000487

**Post Description:** SES: Geography **Salary Level :** R 415 245.00 per annum

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

**Duties:** Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. 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 Mpho Muthelo **Telephone No:** 012 846 3516

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**Sub-Directorate:** Education Support      **Section/ Unit:** Inclusion & Special Sc      **Reference Number:** GN000490

**Post Description:** SES: Inclusion & Special Schools      **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

**Duties:** Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

**Enquiries:** Ms Mpho Muthelo      **Telephone No:** 012 846 3516

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**Sub-Directorate:** Curriculum Management & Deliver      **Section/ Unit:** LTSM      **Reference Number:** GN000575

**Post Description:** DCES: LTSM      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in Education Support Systems. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc.). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate. Strong interest in education support systems. Analytical and report writing skills. Valid driver's license.

**Duties:** Guide procurement processes for LTSM for Public Schools and Public Special Schools. Follow up on orders and deviations on behalf of schools. Receive expenditure statements and reports from schools. Communicate with schools on matters relating 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 and to brief them on matters relating to the procurement of LTSM and other LTSM matters. Communicate with the relevant LTSM Directorate on matters relating to LTSM procurement in schools.

**Enquiries:** Ms Mpho Muthelo      **Telephone No:** 012 846 3516

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**Sub-Directorate:** Education Support

**Section/ Unit:**

**Reference Number:** GN000576

**Post Description:** DCES: Extra Curricular Programme

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in 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:** Ms Mpho Muthelo

**Telephone No:** 012 846 3516

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

**Section/ Unit:**

**Reference Number:** GN000587

**Post Description:** SES: Value and School Safety

**Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Ms Mpho Muthelo

**Telephone No:** 012 846 3516

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**Gauteng West**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

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**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number:** GW000488

**Post Description:** Cluster Leader      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

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

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** FET      **Reference Number:** GW000489

**Post Description:** DCES: FET      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Teacher Centre    **Reference Number:** GW000491

**Post Description:** SES: Teacher Development Specialists X2 Posts    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Senior Phase    **Reference Number:** GW000492

**Post Description:** SES: English and Afrikaans    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Transversal Human Resource Serv    **Section/ Unit:**    **Reference Number:** GW000493

**Post Description:** SES: PMD    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number:** GW000503

**Post Description:** SES: Social Science    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Special Project    **Reference Number:** GW000569

**Post Description:** SES: Special Projects    **Salary Level :** R415 245.00 per annum

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

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

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

**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** LTSM    **Reference Number:** GW000574

**Post Description:** DCES: LTSM    **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership abilities. Hands-on experience and knowledge in Education Support Systems. A sound knowledge of the relevant education legislation and policies (FET Act, ABET Act, Skills development Act, etc.). Knowledge of the National Qualification Framework (NQF), SAQA and NCS. A sound understanding of transformation issues and capacity building process in education. Proven experience in managing people, projects and finances and ability to plan strategically. Good written and verbal communication skills. Ability to work independently as well as in a team. Computer literate. Strong interest in education support systems. Analytical and report writing skills. Valid driver's license.

**Duties:** Guide procurement processes for LTSM for Public Schools and Public Special Schools. Follow up on orders and deviations on behalf of schools. Receive expenditure statements and reports from schools. Communicate with schools on matters relating 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 and to brief them on matters relating to the procurement of LTSM and other LTSM matters. Communicate with the relevant LTSM Directorate on matters relating to LTSM procurement in schools.

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

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

**Reference Number:** GW000582

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

**Salary Level :** R415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of 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 Louisa Dhlamini

**Telephone No:** 011 660 4581

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**Head Office**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

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**Sub-Directorate:** System Administration and Certific    **Section/ Unit:**    **Reference Number:** HO000562

**Post Description:** SES: Certification    **Salary Level :** R415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Extensive knowledge of policies and regulations pertaining to the internal and external examinations in National Senior Certificate(NCS), Amended Senior Certificate (ASC) and Adult Education and Training (AET). Extensive knowledge and application of the relevant policies and UMALUSI directives in the certification process. Extensive knowledge and exposure to integrated Examination Computer Systems (IECS) and South African School Administration and Management Systems (SASAMS). Knowledge of planning, coordination and facilitation of training officials in the department-. Ability to stay focused while performing routine tasks and Supervisory skills. A valid driver's license.

**Duties:** Mediation and monitoring of implementation of National policies, processes and UMALUSI directives on Examination System Administration and Certification. Coordinate and facilitate the training of officials in Districts and Head Office on IECS security policies and functions. Manage and coordinate public campaigns and advocacies of certification processes that can be offered to public. Work as a Liaison officer of the System Admin and Certification related inquiries from the public. Represent the System Admin and Certificate Directorate in National and other relevant structures. Assist the Directorate to draft technical reports on the key deliverables.

**Enquiries:** Mr Linda Xulu    **Telephone No:** 010 601 8009

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**Sub-Directorate:** System Administration and Certific    **Section/ Unit:**    **Reference Number:** HO000563

**Post Description:** SES: System Administration    **Salary Level :** R415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Extensive knowledge of policies and regulations pertaining to the internal and external examinations in National Senior Certificate(NCS), Amended Senior Certificate (ASC) and Adult Education and Training (AET). Extensive knowledge and application of the relevant policies and UMALUSI directives in the certification process. Extensive knowledge and exposure to integrated Examination Computer Systems (IECS) and South African School Administration and Management Systems (SASAMS). Knowledge of planning, coordination and facilitation of training officials in the department-. Ability to stay focused while performing routine tasks and Supervisory skills. A valid driver's license.

**Duties:** Mediation and monitoring of implementation of National policies, processes and UMALUSI directives on Examination System Administration and Certification. Coordinate and facilitate the training of officials in Districts and Head Office on IECS security policies and functions. Manage and coordinate public campaigns and advocacies of certification processes that can be offered to public. Work as a Liaison officer of the System Admin and Certification related inquiries from the public. Represent the System Admin and Certificate Directorate in National and other relevant structures. Assist the Directorate to draft technical reports on the key deliverables.

**Enquiries:** Mr Linda Xulu    **Telephone No:** 010 601 8009

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

**Post Description:** DCES: Strategic Planning X2 Posts      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven leadership ability. Experience in managing people, projects and finances. Knowledge of education legislation and policies impacting the education sector. Understanding of the policy and legislative context and processes that inform the development of Strategic Plans and Annual Performance Plans of the department. Experience in qualitative and quantitative research. Experience in evaluation. Good analytical and report writing skills. Proficiency in MS Word, MS Excel, MS PowerPoint and MS Outlook. Excellent written and verbal communication skills. Must work well in a team environment. Must be willing to work irregular hours and travel within the province when required. Must possess a Valid driver's license.

**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. Manage Macro-Planning processes within the GDE. Manage the compilation of an approved GDE Operational Plan. Participate in provincial planning forums. Advance Intergovernmental relations in respect of transversal provincial priorities. Engage internal and external stakeholders to inform strategic planning processes within the department.

**Enquiries:** Mr Ebrahim Farista      **Telephone No:** 011 355 0024

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**Sub-Directorate:** School Sports      **Section/ Unit:**      **Reference Number:** HO000590

**Post Description:** DCES: Youth and Culture      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Good knowledge of the relevant education legislation, regulation, Acts, agreements, policies and procedures. Sound understanding of the directorate and the ability to co-ordinate and implement programmes / projects involving various stakeholders and partners. Evidence of experience in managing projects in the district / province and be able to work independently and in a team with good verbal and written communication skills. Computer literate in Word, Excel and Power point. Ability to work under pressure and willingness to work extra hours. Strong analytical skill and ability to plan strategically. A good understanding of matrix management and financial policies. Valid driver's license.

**Duties:** Implement programmes for sports as well as support projects for the other units, directorates and departments. Provide support and monitor districts in the implementation of policies and provincial plans. Co-ordinate partnerships with stakeholders and other departments to promote social cohesion in the province. Mediate national and provincial policies regarding programme and do capacity building in the districts. Monitor programmes in the district and support officials. Operational planning and monitoring of all allocated funds and programmes. Generation of programme and project reports.

**Enquiries:** Mr Mandla Mncwabe      **Telephone No:** 010 600 6186

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**Sub-Directorate:** Performance Management and De **Section/ Unit:**

**Reference Number:** HO000593

**Post Description:** DCES: Educator Performance Management Systems

**Salary Level :** R 511 752.00 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. Proven management and leadership skills. Knowledge of applicable educator legislation, regulations and policies. able to act independently, provides guidance and training to others. Knowledge of applicable educator performance assessment, Policy development, procedures and policies. Knowledge of Research and analysis. Computer skills Ms Office Excel/ Access/ SQL. Strategic Management and transformation. IQMS/QMS. Good Communication, organising and training skills. A Valid Driver's Licence.

**Duties:** Coordinate the monitoring and evaluation and implementation of educators Performance Management Systems. Provide professional leadership through the establishment and implementation of performance management systems and structures that allow for effective management. Conduct regular site visits to district offices and schools to monitor and support the implementation of educator performance management systems. Assist in the development of the use of information (statistics/surveys) and communications technology as a means of gathering and disseminating information. Conduct analysis of IQMS/ QMS (Quality Management Systems) data collected to inform and improve performance of educators. Ensure the moderation of Performance Management Systems scores. Liaise with other education offices and schools for the purpose of co-ordination. Administer the provision of educator performance reward. Ensure the compilation of quarterly and annual reports on the implementation of educators performance management systems. Ensure the correct implementation/ capturing of IQMS/QMS outcomes on PERSAL. Recommend necessary adjustments/amendments to PERSAL summary report to alleviate queries. Participate in the development of PMD circulars, procedures and guidelines. Ensure effective implementation of IQMS/ QMS (Quality Management Systems) policies, procedures and guidelines. Conduct desktop research and keep abreast of the performance management trends in the field of education. Conduct presentations/ workshops as part of training to strengthen the implementation of the educator performance management systems.

**Enquiries:** Ms Motshedisi Ramohloki

**Telephone No:** 011 843 6656

**Sub-Directorate:** Education Training and Special Pr      **Section/ Unit:**      **Reference Number:** HO000599

**Post Description:** DCES: Curriculum Special Projects      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Post matric qualification in training and development. The incumbent must have experience in the Training and Development Environment. Formal Training in Project Management, as well as Monitoring and Evaluation. Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. Proven report writing and analysis abilities. Hands on experience and in-depth knowledge of policies underpinning Teacher Development. A sound knowledge of the National Qualification framework, National Curriculum Statements (NCS) and Curriculum and Assessment Policy Statement (CAPS). A sound knowledge of the education legislation and the necessary skill to coordinate and ensure professional development, management and support services to educators. The ability to prepare concise and accurate research/evaluation reports based on empirical data, as well as the ability to think analytically and creatively. Other requirements are supervisory, organizational, report writing, time management, decision making, excellent interpersonal skills, ability to work independently, overtime, as well as have effective communication (both verbal and written) skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills are necessary in fulfilling the responsibilities associated with this post. The applicant must have Advanced Computer skills, with experience in the Microsoft Office Suite, i.e MS Word, Ms Excel, MS Power point, MS Access and MS Outlook. A Valid Driver's Licence.

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

**Enquiries:** Mr Ditshwane Mogowe

**Telephone No:** 066 481 9375



**Sub-Directorate:** Learner Transport

**Section/ Unit:**

**Reference Number:** HO000601

**Post Description:** DCES: Learner Transport

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Extensive knowledge and understanding of People Management, Batho Pele Principles, District, Circuits and Schools interface, Legislative Framework that underpins Learner Transport Programme, Public Sector, South African Constitution, Relevant Education Acts, Public Finance Management Act, Public Service Act and Regulations, Labour Relation Act, Basic Conditions of Employment Act, Employment Equity Act, Inter-Governmental Relations Framework Act, Excellent verbal and written communication skills. Good interpersonal relations skills. Project Management, Financial Management, Conflict Management, Problem solving, analytical skills, Computer Literacy and Customer Relations. A sound knowledge of transformational agenda. In possession of a valid driver's license.

**Duties:** Coordinate and manage Scholar Transport Programme at all levels (Head Office, Districts, Circuits and school) in the Department. Support District, Circuits and schools in the implementation of Scholar Transport policies and guidelines. Monitor and report on expenditure and performance in accordance with PFMA and Treasury Regulations. Develop and strengthen internal Administrative and Financial Systems. Compile monthly, quarterly and annually reports. Facilitate Capacity Building workshops and trainings for all relevant stakeholders. Facilitate the integrated Inter-Government network of service provision within an ambit of Government's Transformation Policies. Ensure the effective, efficient and economical management and utilization of resources allocated to the Department as outlined in the Legislative Framework for good governance. Ensure that service providers are paid on time. Coordination and management of responses to media, parliamentary and audit queries, Develop and monitor tracking grids of all issues/cases that are referred to the Directorate. Participate in the development and implementation of strategies for the effective management of Scholar Transport. Develop and maintain the data for all participating schools in Scholar Transport Programme and the Service Providers.

**Enquiries:** Mr Makubetse Sekhonyane

**Telephone No:** 010 600 6212

**Sub-Directorate:** Public Ordinary Schools

**Section/ Unit:**

**Reference Number:** HO000602

**Post Description:** SES: Public Ordinary Schools X2 Posts

**Salary Level :** R415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Good knowledge of relevant Education Legislation, Regulations and Policies Acts. Sound communication, proficiency in English, report writing, presentation, negotiation, conflict skills. A sound knowledge of Institutional Development and Support processes within Public Ordinary Schools. Extensive knowledge and understanding of global trends: in School Readiness, School Improvement, School Governance, Admissions and School Resourcing. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Proven experience of both Qualitative and Quantitative research methodologies. Knowledge of policy development and data analysis. Knowledge of Matrix Management, Project, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet. Knowledge of PFMA and procurement processes. A valid driver's license is essential.

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

**Enquiries:** Ms Mmule Madonsela

**Telephone No:** 010 600 6000

**Sub-Directorate:** Psycho-Social Support

**Section/ Unit:**

**Reference Number:** HO000612

**Post Description:** DCES: School Health

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (MS-word; PowerPoint; Excel). Ability to identify and conceptualise education policy problems and find solutions. Good communication skills (written and verbal), report writing, presentation skills, ability to work in teams. interpersonal skills. Valid driver's license.

**Duties:** To monitor, facilitate and support District-Based Support Team (DBST) and School-Based Support Teams (SBST) on the implementation of the Integrated School Health Policy (ISHP) and related school health promotion programmes; Provide professional leadership through the implementation of systems and structures that allow for effective management and monitoring of school health programmes. These will include the following: Conduct regular on-site support visits to district offices/ schools; facilitate access for Integrated School Health Teams to conduct screening, immunisation; respond to communicable outbreaks; coordinate school-based substance abuse prevention/education programmes; represent the department at inter-departmental/sectoral relevant forums; Coordinate and manage national, provincial and district priorities and projects; Ensure effective and efficient utilisation of resources and information services; and work collaboratively with stakeholders to improve learner performance; Establish clear channels of communication by liaising with schools and districts; Facilitate correct interpretation and ensure effective planning; implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; Facilitate and arrange workshops and training sessions on health programmes.

**Enquiries:** Mr. B Smith

**Telephone No:** 010 600 6082

**Sub-Directorate:** Public Ordinary Schools

**Section/ Unit:**

**Reference Number:** HO000613

**Post Description:** DCES: Public Ordinary Schools

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Project Management qualification will be an added advantage. 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.

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

**Enquiries:** Ms Mmule Madonsela

**Telephone No:** 010 600 6000

**Johannesburg Central**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Teacher Centre    **Reference Number:** JC000539

**Post Description:** SES: Teacher Development Specialist    **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Intermediate Phase    **Reference Number:** JC000551

**Post Description:** SES: Life Skills    **Salary Level :** R415 245.00 per annum

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

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

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

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

**Reference Number:** JC000552

**Post Description:** SES: Mathematics

**Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Mr. Linda Mabutho

**Telephone No:** 011 983 2231

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

**Reference Number:** JC000553

**Post Description:** SES: Life Orientation

**Salary Level :** R 415 245.00 per annum

**Requirements:** AA 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:** Transversal Human Resource Serv    **Section/ Unit:**    **Reference Number:** JC000554

**Post Description:** SES: PMD X3 Posts    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** ISSP    **Section/ Unit:** Policy and Planning    **Reference Number:** JC000555

**Post Description:** SES – Policy and Planning    **Salary Level :** R 415 245.00 per annum

**Requirements:** AA 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 & Deliver    **Section/ Unit:** LTSM    **Reference Number:** JC000556

**Post Description:** SES: Library Services    **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Intermediate Phase    **Reference Number:** JC000557

**Post Description:** SES: Mathematics    **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Intermediate Phase    **Reference Number:** JC000567

**Post Description:** SES: Assessment    **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** FET    **Reference Number:** JC000570

**Post Description:** SES: Business Studies    **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Head of the District      **Section/ Unit:** Dispute Management      **Reference Number:** JC000589

**Post Description:** SES: Labour Relations      **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

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

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

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**Sub-Directorate:** Curriculum Management & Deliver      **Section/ Unit:** Early Childhood Dev &      **Reference Number:** JC000598

**Post Description:** SES: Life Skills      **Salary Level :** R415 245.00 per annum

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

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

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

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**Johannesburg East**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

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**Sub-Directorate:** ISSP

**Section/ Unit:** Policy and Planning

**Reference Number:** JE000540

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

**Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Ms. Elizabeth Moloko

**Telephone No:** 011 666 9109

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**Sub-Directorate:** Circuit Management and Support

**Section/ Unit:**

**Reference Number:** JE000541

**Post Description:** Cluster Leader X2 Posts

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

**Enquiries:** Ms. Elizabeth Moloko

**Telephone No:** 011 666 9109

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** FET    **Reference Number:** JE000565

**Post Description:** SES: Virtual Arts    **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** JE000572

**Post Description:** SES: IsiZulu    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Teacher Centre    **Reference Number:** JE000608

**Post Description:** SES: Teacher Development Specialist    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Johannesburg North**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** JN000538

**Post Description:** DCES: FET **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

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

**Enquiries:** Ms. Nelisiwe Mashazi **Telephone No:** 011 694 9321

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** JN000571

**Post Description:** SES: Consumer Studies **Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Ms. Nelisiwe Mashazi **Telephone No:** 011 694 9321

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**Sub-Directorate:** Information Systems and Strategic      **Section/ Unit:**      **Reference Number:** JN000577

**Post Description:** DCES: Curriculum Information Analyst      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Good knowledge of 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. Nelisiwe Mashazi      **Telephone No:** 011 694 9321

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**Sub-Directorate:** Head of the District      **Section/ Unit:** Dispute Management      **Reference Number:** JN000606

**Post Description:** SES: Labour Relations      **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

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

**Enquiries:** Ms. Nelisiwe Mashazi      **Telephone No:** 011 694 9321

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**Johannesburg South**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Transversal Human Resource Serv **Section/ Unit:** **Reference Number:** JS000542

**Post Description:** SES: PMD **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr. Patrick Sesane **Telephone No:** 011 247 5944

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** JS000543

**Post Description:** SES: Geography **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr. Patrick Sesane **Telephone No:** 011 247 5944

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Education Support    **Reference Number:** JS000560

**Post Description:** SES: E-Learning    **Salary Level :** R415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Hands on experience and knowledge E-Learning. Experience in developing teachers on E-Learning solution strategy. A sound Knowledge of ICT school based committee. Ability to work independently as well as in a team and under pressure. Good written and verbal skills. Computer skills in word, Power Point, Outlook and all other relevant packages, Report writing skills. Valid Driver's License.

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

**Enquiries:** Mr. Patrick Sesane    **Telephone No:** 011 247 5944

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**Johannesburg West**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** FET    **Reference Number:** JW000544

**Post Description:** SES: Life Orientation    **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** JW000545

**Post Description:** SES: Mathematics Literacy    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** JW000546

**Post Description:** SES: EMS    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Intermediate Phase    **Reference Number:** JW000547

**Post Description:** DCES: Intermediate Phase    **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.

**Duties:** Managing the 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 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 Intermediate Phase educators and programmes. Establish and maintain systems for supporting strategic planning in Intermediate Phase classes. Monitor the quality of institutions.

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

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**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number:** JW000548

**Post Description:** Cluster Leader X2 Posts      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

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

**Sub-Directorate:** Education Support      **Section/ Unit:** Inclusion & Special Sc      **Reference Number:** JW000549

**Post Description:** SES:Inclusion Facilitator X3 Posts      **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

**Duties:** Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

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

**Sub-Directorate:** Curriculum Management & Deliver **Section/ Unit:** LTSM **Reference Number:** JW000550

**Post Description:** SES: Library Services **Salary Level :** R415 245.00 per annum

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

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

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

**Sub-Directorate:** Transversal Human Resource Serv **Section/ Unit:** **Reference Number:** JW000604

**Post Description:** DCES: HRD/PMD **Salary Level :** R 511 752.00 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. Proven management and leadership skills. Knowledge of applicable educator legislation, regulations and policies. able to act independently, provides guidance and training to others. Knowledge of applicable educator performance assessment, Policy development, procedures and policies. Knowledge of Research and analysis. Computer skills Ms Office Excel/ Access/ SQL. Strategic Management and transformation. IQMS/QMS. Good Communication, organising and training skills. A Valid Driver's Licence.

**Duties:** Coordinate the monitoring and evaluation and implementation of educators Performance Management Systems. Provide professional leadership through the establishment and implementation of performance management systems and structures that allow for effective management. Conduct regular site visits to district offices and schools to monitor and support the implementation of educator performance management systems. Assist in the development of the use of information (statistics/surveys) and communications technology as a means of gathering and disseminating information. Conduct analysis of IQMS/ QMS (Quality Management Systems) data collected to inform and improve performance of educators. Ensure the moderation of Performance Management Systems scores. Liaise with other education offices and schools for the purpose of co-ordination. Administer the provision of educator performance reward. Ensure the compilation of quarterly and annual reports on the implementation of educators performance management systems. Ensure the correct implementation/ capturing of IQMS/QMS outcomes on PERSAL. Recommend necessary adjustments/amendments to PERSAL summary report to alleviate queries. Participate in the development of PMD circulars, procedures and guidelines. Ensure effective implementation of IQMS/ QMS (Quality Management Systems) policies, procedures and guidelines. Conduct desktop research and keep abreast of the performance management trends in the field of education. Conduct presentations/ workshops as part of training to strengthen the implementation of the educator performance management systems.

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

**Sedibeng East**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** SE000536

**Post Description:** SES: Geography    **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** ISSP    **Section/ Unit:** Policy and Planning    **Reference Number:** SE000537

**Post Description:** SES – Policy and Planning    **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Education Support

**Section/ Unit:** ESS

**Reference Number:** SE000566

**Post Description:** SES: School Health

**Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Ms Nomathemba Xawuka

**Telephone No:** 016 440 1717

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

**Section/ Unit:** Senior Phase

**Reference Number:** SE000580

**Post Description:** SES: Creative Arts

**Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Ms Nomathemba Xawuka

**Telephone No:** 016 440 1717

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

**Reference Number:** SE000585

**Post Description:** SES: Consumer & Religion Studies

**Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Ms Nomathemba Xawuka

**Telephone No:** 016 440 1717

**Sedibeng West**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** FET    **Reference Number:** SW000532

**Post Description:** SES: Physical Science X2 Posts    **Salary Level :** R415 245.00 per annum

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

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

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

**Sub-Directorate:** Head of the District    **Section/ Unit:** Dispute Management    **Reference Number:** SW000533

**Post Description:** DCES: Dispute Management    **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. 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 Bertha Mlotshwa    **Telephone No:** 016 594 9207



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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Teacher Centre    **Reference Number:** SW000534

**Post Description:** SES: Teacher Development Specialist X2 Posts    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Circuit Management and Support    **Section/ Unit:**    **Reference Number:** SW000535

**Post Description:** Cluster Leader    **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

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

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**Sub-Directorate:** Education Support

**Section/ Unit:**

**Reference Number:** SW000579

**Post Description:** DCES: Extra Curricular Programme

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Hands-on experience and knowledge in 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:** Ms Bertha Mlotshwa

**Telephone No:** 016 594 9207

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

**Section/ Unit:** Examinations Administ

**Reference Number:** SW000583

**Post Description:** SES: Examinations Administration

**Salary Level :** R 415 245.00 per annum

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

**Duties:** Mediation of policy (Examination Instructions) to all examination centres. Auditing of all centres and nodal points (checking them for readiness) before the administration of every examination. Categorise all centres as per their risk profile (low / moderate / high). Focus on the moderate and high risk centres / offer support and appoint private invigilators wherever necessary. Audit of all new examination centres including Independent schools. Renewal of the Independent Schools Contract every year (to be completed by October). Appointment of Markers / Chief Markers / Internal & External Moderators / Examiners: Distribute the application forms to all the Exam Centres; Receive the application form back from centres, pre-screen them to ensure compliance record and submit to Head Office. Coordination of all monitoring activities: Drawing up the monitoring plan / schedule; Training the District Monitoring Team; Scrutinising the monitoring tools submitted by monitors, intervene and support wherever necessary; Report at the nodal points at 6:00 every morning, as per the timetable; Submit daily and bi-weekly reports on monitoring to Head Office. Appointment of the Chief Invigilators: Distribute CI appointment forms to all the centres; Collect them, compile a list for the District Director to appoint. Training of Chief Invigilators (usually conducted by Head Office): Arrange venues; Send invites to all the Chief Invigilators (Principals); Ensure that all the Chief Invigilators attend the training session. Follow up on the CIs that did not attend, arrange another session for them; Ensure that the Chief Invigilators, in turn, appoint and train all the Invigilators, offer support wherever necessary. Liaise with the FET: Assessment official about all matters pertaining to SBA / PAT / Orals. Liaise with the CAT / IT Facilitators on the state of readiness of all the centres that offer CAT & IT before exams commence. Liaise with EOS with regards to the special concessions granted; compile lists for submission to the Director: Examinations Management. Release of results: Preparation for the release of results (venue and time). Distribution of results to all the examination centres; Attend to queries pertaining to unresulted candidates. Compile weekly reports to the CES: CLI.

**Enquiries:** Ms Bertha Mlotshwa

**Telephone No:** 016 594 9207

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** FET    **Reference Number:** SW000603

**Post Description:** SES: Dramatic Arts    **Salary Level :** R415 245.00 per annum

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

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

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

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** SW000607

**Post Description:** SES: Afrikaans HL & FAL    **Salary Level :** R 415 245.00 per annum

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

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

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

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**Tshwane North**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** TN000474

**Post Description:** SES: Social Science **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** Intermediate Phase **Reference Number:** TN000475

**Post Description:** SES: English HL & FAL **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Circuit Management and Support

**Section/ Unit:**

**Reference Number:** TN000476

**Post Description:** Cluster Leader X2 Posts

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

**Enquiries:** Ms Rejoice Manamela

**Telephone No:** 012 543 4313

**Tshwane South**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Education Support

**Section/ Unit:** Extra-Curricular Progr

**Reference Number:** TS000495

**Post Description:** SES: Extra-Curricular Programmes

**Salary Level :** R 415 245.00 per annum

**Requirements:** A recognised three- or four-year qualification, which includes professional teacher education, plus 5 years' experience in the education field. Must be registered with SACE. Hands on experience and knowledge of the following Extra-Curricular Programmes will be an added advantage: School Sport, School Health, Values In Education, Life Skills, HIV & AIDS, and Youth & Culture Programmes. The candidates should understand the legislative frameworks of the above-mentioned Programmes within the Extra-Curricular Programmes Unit. Ability to work independently as well as in a team and under pressure. Good written and verbal communication. The candidates must be computer literate, and able to use Microsoft word, Microsoft Excel, Microsoft Outlook, and a thorough knowledge of PowerPoint. Be in possession of a 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 Thabiso Mphosi

**Telephone No:** 012 401 6434

**Sub-Directorate:** ISSP

**Section/ Unit:** Policy and Planning

**Reference Number:** TS000496

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

**Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy (word-processing, spreadsheets and databases). Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills.

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

**Enquiries:** Mr Thabiso Mphosi

**Telephone No:** 012 401 6434

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**Sub-Directorate:** Transversal Human Resource Serv    **Section/ Unit:**    **Reference Number:** TS000497

**Post Description:** SES: PMD    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Thabiso Mphosi    **Telephone No:** 012 401 6434

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** TS000498

**Post Description:** SES: Assessment    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Thabiso Mphosi    **Telephone No:** 012 401 6434

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**Sub-Directorate:** Circuit Management and Support      **Section/ Unit:**      **Reference Number:** TS000499

**Post Description:** Cluster Leader      **Salary Level :** R 511 752.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. Hands-on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of National Qualification Framework, NCS, RNCS, CAPS and any other related legislative frameworks. An understanding of transformation issues and capacity building processes in education. Ability to co-ordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer literate. Valid driver's license.

**Duties:** Develop a profile of all schools allocated to him/her as per the required format. Conduct focused school monitoring visits at allocated schools, to facilitate compliance with national/provincial policies. Develop the schools in areas of weaknesses pertaining to administration, leadership, management and governance. To support schools with curriculum management. Facilitate specialist support required by the schools in other areas of weakness identified/requested by the school. Liaise with the schools on behalf of the district/provincial office with respect to information that may be required from time to time. Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools. Assist the circuit and the district in ensuring that the examinations and assessments are implemented according to plan. Ensure that schools meet their targets. Develop the necessary reports on the allocated schools as may be required from time to time by their senior officials. Ensure that the school has effective and efficient financial management systems in place. Monitor the admissions processes. Assist schools in maintaining a fair labour environment. To manage selection processes especially the appointment of principals in schools. Assist with transformation at all schools under his/her jurisdiction. Conduct performance contracting, reviewing and appraisals of school principals.

**Enquiries:** Mr Thabiso Mphosi      **Telephone No:** 012 401 6434

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**Sub-Directorate:** Curriculum Management and Deliv      **Section/ Unit:** Senior Phase      **Reference Number:** TS000500

**Post Description:** SES: Nguni Languages (Specialising in Isizulu)      **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Thabiso Mphosi      **Telephone No:** 012 401 6434

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** Senior Phase    **Reference Number:** TS000501

**Post Description:** SES: Technology    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Thabiso Mphosi    **Telephone No:** 012 401 6434

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** TS000502

**Post Description:** SES: Nguni Languages    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Thabiso Mphosi    **Telephone No:** 012 401 6434

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Senior Phase    **Reference Number:** TS000584

**Post Description:** SES: Mathematics    **Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Mr Thabiso Mphosi    **Telephone No:** 012 401 6434

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**Sub-Directorate:** Curriculum Management and Deliv    **Section/ Unit:** FET    **Reference Number:** TS000597

**Post Description:** SES: History    **Salary Level :** R 415 245.00 per annum

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

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

**Enquiries:** Mr Thabiso Mphosi    **Telephone No:** 012 401 6434

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**Tshwane West**

**VACANCY CIRCULAR 08 OF 2021 (OFFICE BASED)**

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** TW000477

**Post Description:** SES: Mathematical Literacy **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** ECD & Foundation Ph **Reference Number:** TW000478

**Post Description:** SES: Assessment **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Curriculum Management and Deliv **Section/ Unit:** FET **Reference Number:** TW000479

**Post Description:** SES: Afrikaans HL & FAL **Salary Level :** R 415 245.00 per annum

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

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

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

**Sub-Directorate:** Education Support **Section/ Unit:** Extra-Curricular Progr **Reference Number:** TW000480

**Post Description:** SES: Extra-Curricular Programmes **Salary Level :** R 415 245.00 per annum

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

**Duties:** To promote Social Cohesion through 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:** Ms. Priscilla Ravele **Telephone No:** 012 725 1451

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**Sub-Directorate:** Education Support      **Section/ Unit:** Inclusion & Special Sc      **Reference Number:** TW000481

**Post Description:** SES:Inclusion Facilitator      **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. A qualification in Learner Support / Remedial education / Inclusion is an added advantage. Hands-on experience and knowledge in supporting learners with barriers to learning. Knowledge of NCS, CAPS, SIAS and other related legislative frameworks. Ability to work independently as well as in a transversal team. Excellent written and verbal communication skills. Computer literate Valid driver's license.

**Duties:** Support School Based Support Teams (SBSTs), Circuit Based Support Teams (CBSTs) and District Based Support Teams (DBSTs). Implement process related to early identification, baseline assessments, appropriate referral, appropriate support provisioning as well as the development of Individual Learner Support Plans. Provide support in curriculum differentiation and modification in terms of CAPS, specifically for Full Service and Special Schools. Support the application and implementation of assessment accommodations.

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

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**Sub-Directorate:** Transversal Human Resource Serv      **Section/ Unit:**      **Reference Number:** TW000482

**Post Description:** SES: PMD      **Salary Level :** R 415 245.00 per annum

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

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

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

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**Sub-Directorate:** Head of the District      **Section/ Unit:** Dispute Management      **Reference Number:** TW000483

**Post Description:** SES: Labour Relations X3 Posts      **Salary Level :** R 415 245.00 per annum

**Requirements:** A recognized three or four-year qualification, which includes professional teacher education plus 5 years' experience in the educational field . Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

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

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

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**Sub-Directorate:** Curriculum Management & Deliver    **Section/ Unit:** Special Project    **Reference Number:** TW000568

**Post Description:** SES: Special Projects    **Salary Level :** R415 245.00 per annum

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

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

**Enquiries:** Ms. Priscilla Ravele

**Telephone No:** 012 725 1451