

## DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: the director general, Department of Education, Private Bag x895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman Street, Pretoria.
- CLOSING DATE** : 24 June 2009 (Applications received after the closing date or faxed applications will not be considered)
- NOTE** : Applications must be submitted on form z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants.

## MANAGEMENT ECHELON

- POST 21/14** : **CHIEF FINANCIAL OFFICER / BRANCH HEAD: ADMINISTRATION**  
Branch: Administration
- SALARY REQUIREMENTS** : An all inclusive salary package of R921 054 per annum. (Ref: K48754)  
Applications are invited from suitably qualified and skilled persons for the abovementioned very senior position in the Department of Basic Education. Applicants should have a relevant postgraduate degree or equivalent qualification and experience at senior management level. The ideal candidate would have vision, a mature sense of leadership and proven management abilities. He/ she should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility. In addition he/ she should provide strategic direction, develop and implement relevant policies, and manage the responsibilities of the Branch Administration and the CFO functions. The Branch Administration, as defined in the Department's organogram, includes the Chief Directorates: Finance, Corporate Services, Human Resources and Strategic Co-ordination and the Directorate Internal Audit.
- DUTIES** : The responsibilities of the Chief Financial Officer are: To monitor the implementation of the PFMA and advise the Executing Authority and Senior Management on financial matters. To provide financial and operational information and advise on public private partnership agreements. To manage the applicable functions on Programme 1 and Programme 7 of the Vote, including legislation and policy development on all matters relating to the functions, To support the Minister and Deputy Minister, To assist the Director-General in the performance of his duties, and To contribute to the objectives of the Strategic plan of the Department. In respect of Administration, these functions are exercised in the following areas of responsibility: Chief Financial Officer in terms of the Public Finance Management Act and the Treasury Regulations, Corporate Services in terms of applicable legislation such as the PFMA, State Tender Board prescriptions, etc, Finance in terms of legislation and prescriptions of National Treasury. Human Resources in terms of the Public Service Act and Regulations, Labour Act, etc, HR and budget administrative support to the provinces Internal Audit as prescribed.
- ENQUIRIES** : Ms M Debeile (012) 312 6190
- NOTE** : Interviewed candidates will be subjected to a competency assessment.

## OTHER POSTS

- POST 21/15** : **DEPUTY DIRECTOR: ARTS SUBJECTS (REF: K48744/1)**  
Branch: Further Education and Training  
Directorate: School Curriculum
- SALARY REQUIREMENTS** : An all inclusive salary package of R407 745 per annum  
The applicants must be in possession of an appropriate 4-year Bachelor's degree that includes at least one of the Arts subjects as major subjects. The applicants must have at least eight years' teaching experience and extensive knowledge of at least three of the Arts subjects offered in Grades 10-12. Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning and materials development for all Arts subjects, namely; Dance Studies, Design, Dramatic Arts, Music, and Visual Arts is essential. Research skills, strategic

planning, verbal and written communication skills, computer literacy, interpretation and management of budgets and management of curriculum development and support programmes will be required.

**DUTIES** : The person appointed in this position will be responsible for: Supporting provincial departments of education and rendering professional assistance in capacity building, related to learning, teaching and assessment of Arts subjects in Grades 10-12; Co-ordinating curriculum and assessment structures for Dance Studies, Design, Dramatic Arts, Music, and Visual Arts; and Co-ordinating the development of learning materials, development of Performance Assessment Tasks (PATs) and assessment tasks.

**ENQUIRIES** : Ms M Debeile (012) 312 6190  
**NOTE** : Interviewed candidates will be subjected to a competency assessment.

**POST 21/16** : **SENIOR SECRETARY GRADE II (REF: K48744/2)**  
Branch: System Planning and Monitoring  
Directorate: Research Coordination, Monitoring and Evaluation

**SALARY** : R76 194 per annum  
**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification. Candidate must have an understanding of the operations of the Public Service Sector. Candidate must have good interpersonal and communication skills. Candidate should have strong computer skills and a good working knowledge of Microsoft programmes such as Word, Excel, and Outlook. Applicants should have excellent organization skills, the ability to work with diaries, experience in managing a filing system, and secretarial experience.

**DUTIES** : Making and receiving telephone calls, \*Managing the diary of the Director; \*Setting up meetings and booking venues; \*Receive visitors and arrange catering; \*Submitting claims for travel expenditure and arranging travel for the Director;\* Managing the filing of the Director's office;\* Ensuring the smooth processing of correspondence; \*Tracking and processing of documents; \*Prepare supporting for meetings, presentations, reports and projects; \*General secretarial duties, including photocopying and faxing and receiving visitors; and \*Performing any other duties delegated by the Director.

**ENQUIRIES** : Ms M Debeile (012) 312 6190  
**NOTE** : Interviewed candidates will be subjected to a competency assessment.

**POST 21/17** : **SENIOR SECRETARY GRADE II (REF: K48744/3)**  
Branch: Social and School Enrichment  
Directorate: National School Nutrition Programme

**SALARY** : R76 194 per annum  
**REQUIREMENTS** : Applicants must: \*be in possession of a Grade 12 certificate or equivalent, with typing as a fully passed subject; \* have an understanding of the operations of the Public Service Sector. Applicants should have good interpersonal, communication, organizing and typing skills with minimum typing of 40 wpm, \*Strong PC computer skills, knowledge of MS Word, Ms Power point, Ms Excel, Strong verbal and written communication skills, \*Strong time management, organization and problem solving skills, have good interpersonal (communication) skills and ability to work under pressure and deal with people from a wide variety of backgrounds).

**DUTIES** : The incumbent will be required to: \*manage the Director's diary and be responsible for the office management, including answering and receiving calls, faxing, photocopying, filing, correspondence management, tracking and processing documents; \*prepare supporting documents for meetings, presentations, reports and projects; \*organise travel and accommodation arrangements for the Director; \*receive visitors and organise catering; \*provide additional support for the directorate.

**ENQUIRIES** : Ms M Debeile (012) 312 6190  
**NOTE** : Interviewed candidates will be subjected to a competency assessment.