

## 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** : 21 July 2009
- NOTE** : Applications received after the closing date or faxed applications will not be considered. 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. Interviewed candidates will be subjected to a competency assessment.

## OTHER POSTS

- POST 25/17** : **SENIOR ADMINISTRATIVE OFFICER REF (K49575/1)**  
Branch: Administration  
Chief Directorate: Chief Financial Officer  
Applications are invited from appropriately qualified persons for this office management position in the Administration Branch of the Department of Education in Pretoria. The position requires a strong, dynamic and proactive person with vision, excellent leadership skills and proven management ability, to ensure the effective management of the office of the Branch Head/CFO in the Department.
- SALARY** : R145 920 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : To be eligible for appointment, a candidate should have a recognized three years bachelor degree with specialization in Public Administration / Management and at least two years experience in the field of office administration. Candidates should have strong computer skills and a good working knowledge of Microsoft programmes such as Word, Excel, and Outlook. Excellent organizational skills, the ability to work with diaries and experience in managing a filing system (manual and electronic) are also important for this post. Additional requirements include: \*An understanding of Human Resources, Procurement and Financial Policies, \*Ability to write reports, \*Verbal and written communication skills, \*Interpersonal Skills, \*Project management skills, \*Ability to work under pressure, \*Good time management and \*Willingness to work long hours
- DUTIES** : Making and receiving telephone calls, Managing the diary of the Branch Head/CFO; Liaising between the office of the Branch Head/CFO and Managers reporting to the Branch Head/CFO as well as the office of the Director General; Setting up meetings and booking venues; Receiving visitors and arrange travel for the Branch Head/ CFO; Managing Files of the Office; Ensuring smooth processing of correspondence; Tracking and processing of documents; Prepare supporting material for meetings, presentations, reports and projects - including photo copying, and faxing - as well as performing any other duties delegated by the Branch Head/CFO.
- ENQUIRIES** : Ms M Debeile Tel 012 312 6190  
**NOTE** : Interviewed candidates will be subjected to a competency assessment. The appointed candidate will also be expected to obtain security clearance.
- POST 25/18** : **SENIOR ACCOUNTING CLERK GRADE II (REF; K49575/2)**  
Branch: Administration  
Directorate: Security and Asset Management
- SALARY** : R76 194. Per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Envisaged for appointment are individuals who have a Grade 12 and at least 4 years experience in government asset management and general government administration, good communication and interpersonal skills and who display initiative and pay attention to detail. Knowledge of the PFMA, Treasury Regulations and general government asset management and financial administration will serve as a recommendation. Computer literacy, Hardcat and bar-coding experience is essential.
- DUTIES** : The successful candidate will take full responsibility for verifying, administering and processing of invoices received for all assets, from the suppliers, which includes the following: Receiving and verifying all invoices for correctness and

adherence to departmental policies, PFMA and Treasury Regulations. Ensuring authorisation of the invoice and capturing of the invoice on the Hardcat and BAS Systems. Monitor payments and prepare relevant reports. The successful candidate will be responsible for the reconciliation of assets between Hardcat and BAS system on a daily basis and to request relevant journal corrections if needed. The applicant is expected to have excellent writing skills to draft weekly and monthly reports, memorandums submissions and letters to all relevant stakeholders.

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

**POST 25/19** : **SENIOR ADMINISTRATION CLERK GRADE I (REF: K49575/3)**

**SALARY** : R64 410 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Envisaged for appointment is an individual who has a Grade 12 certificate with at least 3 years working experience in asset management and general administration. The candidate must be able to work under pressure in a changing environment. Computer literacy, Hardcat experience, bar-coding and writing skills will serve as a recommendation.

**DUTIES** : The successful candidate will take full responsibility for the administration and management of the asset management processes. Manage all movement of assets, filing system, electronic spreadsheets, document scanning and capturing on Hardcat, unauthorized movements, redundant and obsolete store rooms and disposal of Assets, and general supervision. The applicant is expected to have excellent writing skills to draft reports, memorandums submissions and letters.

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

**POST 25/20** : **ADMINISTRATION CLERK GRADE I (REF: K49575/4)**

**SALARY** : R54 879 Per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Envisaged for appointment is an individual who has a Grade 12 certificate with experience in government asset management and general administration. The candidate must be able to work under pressure in a changing environment. Computer literacy, HardCat experience, bar-coding and writing skills will serve as a recommendation.

**DUTIES** : successful candidate will be responsible for the physical movement of assets, daily stocktaking, communicating with internal clients in response to their enquiries, recording, faxing, copying and filing of all documentation. Perform other duties as delegated by supervisor. The applicant is expected to have excellent verbal and written communication skills.

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