

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below:

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : 3 September 2009
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies of all qualifications and RSA ID-document, as well as valid drivers license where required. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

MANAGEMENT ECHELON

- POST 34/115** : **CHIEF FINANCIAL OFFICER (SL15) (REF D2/007)**
- SALARY** : An all-inclusive remuneration package of R 921 054 per annum. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : An appropriate B Comm. degree with Accounting or Public Finance or Economics as majors or an appropriate post graduate qualification coupled with extensive management experience. Registration as CA (SA) would be an added advantage. Valid code 08 drivers license. Knowledge, skills, training and competencies required: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices), which will encompass the transition to the accrual basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management •In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Sound knowledge of the Public Service Act and –Regulations, the Employment of Educators Act and other HR-related policy frameworks and practices. Sound knowledge of the strategic planning processes. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Strong leadership ability in securing financial resources or the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Advanced planning, organising

and project management skills. Excellent verbal communication- and report writing skills.

- DUTIES** :
- Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilised effectively and economically to realize the objectives of the Strategic Plan. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and utilization of resources in line with the strategic objectives of the Department, legislative imperatives and good governance principles. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of Supply Chain Management Systems consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statement and liaise with the Auditor General in this regard. Oversee the rendering of diverse HR Management-, labour relations and HR development services within the Department.
- ENQUIRIES** : Ms J Bezuidenhout, Tel (013) 766 5299

OTHER POST

- POST 34/116** : **DEPUTY DIRECTOR: BOOKKEEPING (REF D2/008)**
- SALARY** : An all-inclusive remuneration package of R 407 745 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : An appropriate 3-year degree/qualification, or Gr.12 plus extensive credible experience. Extensive knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding financial accounting matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well developed computer-, verbal and written communication skills.
- DUTIES** : Manage, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of all bank reconciliation matters, including resolving of exceptions, cancelation and re-issue of cheques and EBT's, maintenance and control of relevant accounts/suspense accounts and record keeping. Manage the maintenance of the following accounts: General Account of the Vote (Opening journals), Exchequer Grant Account (Opening journals and fund requisitions), Fund Requisition Account (Fund requisitions), Disallowance Miscellaneous Account, Dishonoured Cheque Account and Advance Petty Cash account. Manage the Departmental cash flow. Control and submit financial statements. Manage all non-decentralised matters in regard to the above. Interact with other financial and project managers on related issues. Execute HR performance management.
- ENQUIRIES** : Mr GR Lubbe, Tel (013) 766 5438