

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF EDUCATION**

*Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. It is our intention to promote representation in terms of race, gender and disability. Women, Whites, Indians and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Applications should be addressed to: The Head of Department, Limpopo Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. J03, Registry at 113 Biccard Street, Polokwane.
- CLOSING DATE** : 20 April 2018; Time: 16H30
- NOTE** : Applications should be submitted on the prescribed Z83 form obtainable from any Government Institution or on the internet at [www.gov.za/](http://www.gov.za/) web page. Applications must be accompanied by a recent comprehensive CV and originally certified copies of all qualifications and ID document. You are kindly requested to complete Part A, B and C of the Z83 form in full. Applicants must clearly indicate the reference number on the Z83. The circular is also accessible on the following websites [www.edu.limpopo.gov.za](http://www.edu.limpopo.gov.za/) / [www.limpopo.gov.za](http://www.limpopo.gov.za) and also on the DPSA Website namely [www.dpsa.gov.za](http://www.dpsa.gov.za). Faxed or E-Mailed applications and applications either hand-delivered or posted after the closing date will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Applicants who apply for more than one position must submit separate applications for each position, indicating the reference number and station of each post clearly. Shortlisted candidates will be subjected to personnel suitability checks, which covers verification of: criminal records, citizenship, employment reference, educational qualifications and where applicable financial records. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Due to a large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of the Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000.

**OTHER POSTS**

- POST 14/43** : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION AND ACCOUNTING (11 POSTS): REF NO: LDOE 02/18**
- SALARY** : R226 611 per annum (Level 7)
- CENTRE** : Head Office: Polokwane
- REQUIREMENTS** : An appropriate undergraduate three year degree or equivalent qualification (as recognized by SAQA) in financial administration. Operational knowledge of BAS, LOGIS and or PERSAL systems will be an added advantage. Computer literacy and excellent MS Excel utilization. Competencies: Knowledge of: Sound and depth knowledge of relevant prescripts and application of the legislative frameworks governing the public service e.g. Public Service Act, Labour Relations, PFMA, etc. Skills: Negotiation Skills; Presentation skills; People Management; Time Management; Communication, both formal, and informal; Financial Management; Computer Literacy; Client Orientation and Customer Focus.
- DUTIES** : Processing of financial transactions on BAS, LOGIS and/or PERSAL systems. Check the computation and authenticity of transactions before they are processed on any of the systems. Ensure correct attachments for every payment. Ensure that service providers, employees and/or third party beneficiaries are furnished with the necessary payment advices/schedules for all payments made. Monitor that expenditure is charged against the correct budgetary allocation. Drawing and processing of adjusting journals. Application of relevant financial policies prior to processing of payment. Reconciliation, maintenance and filing of accounting

		records. Ensure that all financial transactions are in compliance with the PFMA. Creation and maintenance of debt accounts.
<b><u>ENQUIRIES</u></b>	:	All general enquiries should be forwarded to Ms. Montja MM at 015 – 284 6569, Mr. Thoka L.W. at 015 – 284 6528, Mr. Makama MM at 015 – 284 6507 and Ms. Phalafala MR at 015 – 284 6524.
<b><u>POST 14/44</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: FINANCIAL ADMINISTRATION AND ACCOUNTING (3 POSTS): REF NO: LDOE 03/18</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or an equivalent qualification as recognised by SAQA. 3 Years relevant experience. Knowledge of the Public Finance Management Act (PFMA) and the Treasury Regulations. Knowledge of Generally Recognised Accounting Practices (GRAP). Basic knowledge of financial functions. Operational knowledge of BAS, LOGIS and/or PERSAL systems will be an added advantage. Computer Literacy and excellent MS excel utilization. Competencies: Knowledge of: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relations, PFMA, etc. Skills: Negotiation skills; Presentation skills; People Management Skills; Time Management; Communication, both formal, and informal; Financial Management; Computer Literacy; Client Orientation and Customer Focus.
<b><u>DUTIES</u></b>	:	Processing of financial transactions on BAS, LOGIS and/or PERSAL systems. Check the computation and authenticity of transactions before they are processed on any of the systems. Ensure correct attachments for every payment. Ensure that service providers, employees and/or third party beneficiaries are furnished with the necessary payment advices/schedules for all payments made. Monitor that expenditure is charged against the correct budgetary allocation. Drawing and processing of adjusting journals. Application of relevant financial policies prior to processing of payment. Reconciliation, maintenance and filing of accounting records. Ensure that all financial transactions are in compliance with the PFMA. Creation and maintenance of debt accounts.
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