

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria.
- FOR ATTENTION** : Mr A Tsamai
- CLOSING DATE** : 11 May 2018
- 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 1st 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

MANAGEMENT ECHELON

- POST 17/01** : **CHIEF DIRECTOR (REF NO: 140942/1)**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring
- SALARY** : All-inclusive remuneration package of R1 127 334 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised three (3) year Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5-10 years experience at Senior Management level and in high-level planning and management. The successful applicant will be expected to have extensive knowledge of, and insight and experience in the broad education policy framework that guides the provision of education in South African schools, curriculum development and support as it applies to the National Curriculum Framework (NCF) for the 0-4 years old as well as the National Curriculum Statement and Curriculum Assessment Policy Statements (CAPS) for Grades R to 12. Skills: Strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation (SDI), problem solving and analysis, people management and empowerment, client orientation and customer focus, communication.
- DUTIES** : The successful candidate will perform to provide strategic leadership, management, guidance and support to the Chief Directorate: Curriculum Implementation and Monitoring, in its objective to improve the quality of basic

education for the 0-4 year olds in Grades r to 12 through improving teacher capacity and practices. Increase learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Collaborate with state institutions, National and international bodies as well as NGOs; Develop and ensure implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthen School Based Assessment to enhance teaching practice; Develop and implement a strategy to promote the utilization of data to enhance quality and efficiency; Develop and implement business processes on the work done to inform Norms and Standards; Improve the quality of Early Childhood Development (ECD); Improve the access of children to qualify for ECD below Grade 1 as well as the grade promotion of learners through the Grade 1 to 9 phases of school; Improve access to Inclusive Education; Ensure that all children remain effectively enrolled in school up to the year in which they turn 15; The incumbent will be responsible for the development and maintenance of policies and programmes to ensure quality implementation of the NCF and the CAPS, including having responsibility for quality programmes for children experiencing barriers to learning; Increase the number of learners in Grade 6 who have mastered the minimum language and mathematics competencies; Increase the number of learners in Grade 9 who by the end of the year have mastered the minimum language and mathematics competencies; Implementation of the IIAL and GET Strategy and Increase the number of Grade 12 learners who became eligible for a Bachelor's programme at University.

- ENQUIRIES** : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297
- POST 17/02** : **CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION (REF NO: 140942/5)**
 Branch: Office of the Director-General
 Chief Directorate: Media Liaison and National and Provincial Communication
- SALARY CENTRE REQUIREMENTS** : All-Inclusive remuneration package of R1 127 334 per annum
 : Pretoria
 : An appropriate recognised three (3) year Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5-10 years experience at senior managerial level. Experience in the communication field is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will oversee and provide strategic direction to all Communication Directorates in order to ensure efficient delivery of communication services to the Ministry and the Department of Basic Education. Oversee and provide strategic direction in the development and implementation of communication strategies for the Ministry and the Department of Basic Education. Provide strategic direction in the development and Implementation of communication strategies for the Provincial Education Departments. Oversee, implement and manage communication campaigns for the Ministry and the Department of Basic Education. Ensure effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education. Build and sustain a positive reputation for the Ministry and the Department of Basic Education. Effectively manage unplanned and urgent communication matters for the Ministry and the Department of Basic Education. Respond timeously to deadlines and to provide quality inputs into matters that affect the Ministry and the Department of Basic Education. Ensure that the delegated tasks and assignments from the Minister, the Deputy Minister, the Director-General, HEDCOM, and CEM, aimed at enhancing the programmes and projects within the Department of

Basic Education and the Provincial Education Departments, are undertaken. Ensure that the appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education, as well as the relevant Public Service and Administration Policies and the PFMA.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

POST 17/03 : **DIRECTOR (REF NO: 140942/2)**
Branch: Planning and Delivery Oversight Unit
Chief Directorate: Implementation Monitoring Support
Directorate: School Level Policy and Implementation Support

SALARY : All-inclusive remuneration package of R948 174 per annum
CENTRE : Pretoria
REQUIREMENTS : A recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognised by SAQA in education with 5 years of experience at a middle or senior managerial level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have eight (8) years experience of high-level strategic planning processes, human resource management and financial management. Applicants must have extensive and relevant knowledge relating to the work of districts within the Basic Education sector. The other requirements for the post are the following: Extensive and sound knowledge of education policies, Ability to manage teams of people; Good communication and report writing skills; Ability to co-ordinate and manage the finances of the Directorate in line with PFMA and procurement processes; Good computer skills including Ms Word, Ms Excel, Ms Power Point and MS Access; Ability to work under pressure; a valid driver's licence and willingness to travel.

DUTIES : The incumbent will be expected to: Conceptualise appropriate school intervention programs to improve learning outcomes; Coordinate national initiatives targeting school improvement; Lead, manage and monitor specialist intervention programs towards improved school performance and effectiveness; Create national platforms for the sharing of best practices through conferences, seminars etc.; Identify, record and replicate best practices and models to improve school effectiveness; Provide biennial reports on impact of school improvement interventions and strategies being implemented; Assist with the coordination of national initiatives targeting schools; Maintain a database of specialists and interventions working in schools in all districts.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

POST 17/04 : **DIRECTOR (REF NO: 140942/3)**
Branch: Office of the Director General
Chief Directorate: Media Liaison and National and Provincial Communication
Directorate: Intergovernmental Relations, Community Liaison and Publications

SALARY : All-inclusive remuneration package of R948 174 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three (3) year Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least five (5) years' experience at middle or senior management level. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; and 8 years proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus; proven extensive practical and relevant experience in publication conceptualisation, design, layout and production skills; proven practical and relevant experience in photography and videography; excellent writing and editing skills; excellent interpersonal skills; planning, organising, financial management and project management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS

PowerPoint, MS Outlook, Internet Explorer); and the ability to work accurately and independently. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. Candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership skills with proven knowledge and experience in managing personnel.

DUTIES

: The incumbent will be expected to provide strategic advice and analysis on matters of intergovernmental relations and community liaison; Work to enhance inter-sectoral collaboration and play a key role in the advancement of the Department of Basic Education's priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, Provincial Education Departments and statutory bodies; Lead the development of the Department of Basic Education's overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Basic Education; Promote intergovernmental co-operation and community liaison through approved protocols; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the management of the HEDCOM Sub-Committee on Communications; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, videography and internal-communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education's priorities; Lead the development of the Department of Basic Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter; Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the Director-General and the Ministry; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

ENQUIRIES

: Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

POST 17/05

: **DIRECTOR (REF NO: 140942/4)**
 Branch: Finance and Administration
 Chief Directorate: Human Resource Management and Development, Labour Relation and IT Services
 Directorate: Staffing Services and HR Support to Provinces

SALARY CENTRE REQUIREMENTS

: All-inclusive remuneration package of R948 174 per annum
 : Pretoria
 : The candidate must have 3 years appropriate Bachelor's degree or equivalent qualification. At least five (5) years experience at Middle/Senior Management level and ten (10) years proven experience in management of Human Resources. He/ She must have a thorough understanding of the Government regulatory framework and processes and knowledge of Human Resource legislation and policies. Demonstrate knowledge of the Public Services Act, Public Service Regulations, Employment of Educators Act, Employment Equity

Act, Skills Development Act, Basic Conditions of Employment Act and Public Finance Management Act. Knowledge of Recruitment and Selection processes, Personnel Administration, Salaries Management as well as the Performance Management Development System (PMDS) is essential. Managerial leadership ability and strong interpersonal, communication and writing skills are required. The following competencies are essential: Understanding of the education sector. Knowledge and experience in human resource systems e.g. PERSAL and BAS. Ability to ensure cost-efficiency of the personnel budget.

DUTIES : The successful candidate will perform the following functions: Provide strategic leadership on matters relating to human resources. Develop HR policies. Manage human resources planning and provisioning. Manage recruitment and selection and personnel administration. Manage the compensation budget and related matters. Advise and consult with management as well as relevant sector bodies on HR planning, recruitment and selection principles and practices relevant to the Department. Oversee that the right people are attracted, screened, selected and placed to support the strategic objectives of the Department's core business. Manage organizational Structure of the Department. Manage Performance Agreements of SMS and Financial Disclosure of Interest (FDI). Support Provincial Education Departments on HR related matters.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

OTHER POSTS

POST 17/06 : **CHIEF EDUCATION SPECIALIST (INTERMEDIATE AND SENIOR PHASE MATHEMATICS- GRADE 4-9) REF NO: DBE/16/2018**

Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Curriculum Implementation and Quality Improvement (GET)

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R812 724 per annum
: Pretoria
: Applicants must have a recognized 3 or 4 year qualification specialisation in Mathematics Intermediate Phase or Senior Phase. Applicants must be registered with SACE as a professional educator. The applicant must have at least 9 years' in the teaching field, including management experience in the Intermediate or Senior Phase Mathematics subject, and supporting and supervising teachers in a province, district/s or circuit/s. A specialised qualification in teaching Mathematics in the Intermediate and Senior Phases (Grades 4-9) would be an added advantage. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for the General Education and Training (GET) band, Grades R-9. Sound knowledge of issues, challenges and initiatives pertaining to teaching and learning as well as promotion and progression policies in South Africa are essential. It is required that the applicant will have proven research and development skills, strategic planning, verbal and written communication skills, ability to work in a team, knowledge of project management, experience in policy making processes, management of budgets, computer literacy, and sound knowledge of and experience in the development of curriculum and assessment in the Mathematics subject. The applicant must be able to take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning of the Mathematics subject.

DUTIES : The incumbent will be a curriculum specialist in Mathematics, capable of strategic leadership in the education system including: Strategic Management of the Curriculum in the Intermediate and Senior Phases in terms of legislation and policy for the GET band; monitor, evaluate and appraise the implementation of the Curriculum and Assessment Policy Statements (CAPS) for the Mathematics subject; liaise with Provincial Departments of Education to render professional assistance in capacity building related to learning, teaching and assessment in the Mathematics subject; conceptualise, design

and manage projects for the Mathematics subject within the Department's line function; engage with relevant role players and stakeholders; develop materials for the Mathematics subject; write reports, submissions, speeches and policy documents; and any other duties deemed necessary and appropriate from time to time.

**ENQUIRIES
NOTE**

: Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297
: Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/07

: **DEPUTY DIRECTOR REF NO: DBE/13/2018**
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication
Directorate: Media Liaison

**SALARY
CENTRE
REQUIREMENTS**

: All-inclusive remuneration package of R779 295 per annum
: Pretoria
: An appropriate recognised three (3) year Bachelor's Degree or National Diploma qualification in Communication, Journalism or an equivalent qualification in a related field from an accredited institution. At least four (4) years' experience at supervisory level. Candidates must have six (6) years proven practical relevant experience in external communication with a strong traditional and new media focus; excellent writing skills and an impeccable command of the English language; a very good understanding of South African and International media houses, new media platforms and environments; sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Candidates must have proven broad communications experience in online communications; print and publications, public speaking; media and stakeholder relations; and graphic design and branding. Knowledge and skills in formulating and writing reports are essential. Must be computer literate (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer). Ability to lead a team and liaise with supervisors, peers, internal clients, partners and service providers. The applicant must be able to plan, organise, meet deadlines and work under pressure. Must be in possession of a valid driver's licence. Must be willing to travel and work long hours including weekends. Must be able to work well in a team. Knowledge and experience in Financial and Personnel management is required.

DUTIES

: The successful candidate will be expected to lead the development of the Department of Basic Education's overall media liaison and new media communication strategy to support the sector in the advancement of information on key policy and programme initiatives; Manage the media liaison function in support of the Director and Chief Director, which is inclusive but not restricted to the following deliverables; Manage the implementation of a media queries system and the daily, weekly, monthly and quarterly reports of the system; Develop sound responses to media enquiries; Liaise with the media on a daily basis; Ensure effective media coverage on key policy and programme initiatives; Manage the drafting of media advisories and statements; Manage the research process to ensure the correct content and relevant information is sourced; Support the Chief Director in key meetings where required in order to obtain relevant information for dissemination through media advisories and statements; Manage all interview requests; Strategically advise the Chief Director and Director-General on all interview requests received; Draft briefing notes for all interviews; Manage the media database to ensure that it is updated on a monthly basis; Manage the reporting of all interview requests on a daily, weekly, monthly and quarterly basis; Draft broadcast plans as and when required; Develop proactive media plans for key policy and programme initiatives; Manage and oversee media engagement activities; Promote and develop external communication activities; Arrange press conferences and media briefings; Render a journalist function for internal and external Departmental publications, opinion pieces and letters to the editor; Manage the Department of Basic Education's Social Media Platforms; Improve and increase the Department's quality and presence on all relevant

social media platforms; Draft Social Media Communications Plans for each campaign; Conduct Social Media Research and keep abreast of industry and sector-specific trends; Manage the reporting of social media trends on a daily, weekly, monthly and quarterly basis; Manage the implementation of a social media queries system and the daily, weekly, monthly and quarterly reports of the system; Manage and place social media posts on all Departmental Social Media Platforms; Manage all administrative and content requirements for any advertising that is done for key policy and programme initiatives; Manage personnel and service providers and Provision of general strategic communications support to the Chief Director.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297
NOTE : Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/08 : **DEPUTY DIRECTOR (INTERGOVERNMENTAL RELATIONS AND COMMUNITY LIAISON) REF NO: DBE/15/2018**
Directorate: Intergovernmental Relations, Community Liaison and Publications

SALARY : All-inclusive remuneration package of R779 295 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised three (3) year degree qualification in Communication or an equivalent qualification in a related field from an accredited institution. At least four (4) years experience at supervisory level. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; and 6 years proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus; excellent writing and editing skills; excellent interpersonal skills; proven planning, organising and project management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer); and the ability to work accurately and independently. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. Candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership skills with proven knowledge and experience in managing personnel.

DUTIES : The incumbent will be expected to provide strategic advice and analysis on matters of intergovernmental relations and community liaison; Work to enhance inter-sectoral collaboration and play a key role in the advancement of the Department of Basic Education's priorities; Support the Director and Chief Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Develop the Department of Basic Education's overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinate intergovernmental relations and community liaison activities for the Department of Basic Education; Promote intergovernmental co-operation and community liaison through approved protocols; Support the Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Manage of the HEDCOM Sub-Committee on Communications; Assist the Director with the attendance and management of inter-governmental forums; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

NOTE : Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/09 : **ASSISTANT DIRECTOR (MEDIA LIAISON) REF NO: DBE/14/2018**

SALARY : All-inclusive remuneration package of R417 552 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised Bachelor's Degree or National Diploma in Communication, Journalism or an equivalent qualification in a related field from an accredited institution. At least three (3) years' relevant experience in media liaison. Candidates must have extensive proven practical experience in external communication; excellent writing skills and an impeccable command of the English language; a very good understanding of South African and International media houses; sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Candidates must have proven in-depth knowledge and understanding of the Basic Education Sector. Knowledge and skills in formulating and writing reports are essential. Must be computer literate (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer). Ability to lead a team and liaise with supervisors, peers, internal clients, partners and service providers. The applicant must be able to plan, organise, meet deadlines and work under pressure. Must be in possession of a valid driver's licence. Must be willing to travel and work long hours including weekends. Must be able to work well in a team. Knowledge and experience in Financial and Personnel management is required.

DUTIES : The incumbent will be expected to assist the Deputy Director, Director and Chief Director with the development of the Department of Basic Education's overall media liaison and new media communication strategy to support the sector in the advancement of information on key policy and programme initiatives; Support the implementation of the media liaison function, which is inclusive but not restricted to the following deliverables; Implementation of a media queries system and the daily, weekly, monthly and quarterly reports of the system; Draft sound responses to media enquiries; Liaise with the media on a daily basis; Assist with effective media coverage on key policy and programme initiatives; Drafting of media advisories and statements; Conduct research to ensure the correct content and relevant information is sourced; Manage interview requests; Draft briefing notes for all interviews; Update the media database on monthly basis; Report on all interview requests on a daily, weekly, monthly and quarterly basis; Draft broadcast plans as and when required; Draft proactive media plans for key policy and programme initiatives; Arrange media engagement activities; Implement external communication activities; Arrange press conferences and media briefings; Implement daily media monitoring system and the daily, weekly, monthly and quarterly analysis reports; Manage administrative and content requirements for any advertising that is done for key policy and programme initiatives; Manage personnel and service providers; and Provision of general strategic communications support to the Deputy Director, Director and Chief Director.

ENQUIRIES : Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297
NOTE : Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 17/10 : **STATE ACCOUNTANT (SYSTEM CONTROLLER) REF NO: DBE/03/2018**
Branch: Finance and Administration
Chief Directorate: Financial Services, Security, and Asset Management, Logistical Services and Internal Audit
Directorate: Financial Services

SALARY : R226 611 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of a Senior Certificate; A three years Bachelor's degree or National diploma with accounting as a subject will be an added advantage; 2 years experience in the financial system control

environment; The following will serve as strong recommendations: In depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Financial Statements reporting framework; Extensive experience in BAS; In depth experience in the compilation of the Quarterly and Annual Financial Statements and knowledge of the BAS control functionalities. Good interpersonal and communication (written and verbal) skills, Advance computer skills (MS Excel and MS Word); ability to work under pressure with strict deadlines.

DUTIES

: The successful candidate will be expected to handle documents and information with strict confidentiality; the responsibilities of the appointee will entail the maintenance of BAS; maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; ensuring that all relevant security checks are done on a regular basis on BAS; track payment of invoices on the system to ensure that they are authorised within 30 days; identify and Institute corrective measures for financial system risks; compile the quarterly and annual financial statements; monitor proper integration of the financial systems and enhance training and capacity development of BAS users; enhance the awareness of the BAS in the Department, the appointee will be required to assist with reconciliations of Infrastructure projects; and Develop and update policies within the section.

ENQUIRIES

: Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

NOTE

: Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.