

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.

- APPLICATION** : Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. 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
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 23 November 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. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not considered.

OTHER POSTS

- POST 44/02** : **DEPUTY DIRECTOR (BRANCH CO-ORDINATOR) (REF NO: DBE/42/2018)**
Branch: Finance and Administration
- SALARY CENTRE NOTE** : R826 053 per annum (All- Inclusive remuneration package)
Pretoria
- Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong operations management skills and abilities. The successful candidate will be responsible for the management of the workflow for a Branch consisting of three (3) Chief Directorates and nine (9) Directorates.
- REQUIREMENTS** : An appropriate and recognised Bachelor's degree in Commerce or an equivalent three-year qualification. This should ideally be supported by substantial experience in financial management and administration which includes at least four (4) years' experience at a supervisory level is required. Computer literacy, working knowledge of BAS and PERSAL, excellent communication, inter-personal and writing skills are essential. Internal control and/or auditing experience as will be added advantages. Candidates should have experience of interacting and engaging with high-level strategic planning processes and the ability to organise and manage workflow. Knowledge and experience in Government administrative policies, procedures and planning, project management and the use of electronic information resources is crucial. Knowledge of the Public Finance Management Act and Treasury Regulations is essential. The incumbent will be required to be a proactive individual, able to work under enormous pressure and must be capable of working independently without constant supervision. Applicants must have a valid driver's license and be willing to travel as required.
- DUTIES** : The successful candidate will be responsible for the management of operations, business processes and workflow of the Branch, supporting the consolidation of Branch inputs and reports for various audiences, including the management of budgets and cash flows for the Office of the Deputy Director-General. Provide executive support to the Branch Head and administrative support to the senior managers in the Branch. Prepare a budget for the office of the Deputy Director-General. Keep track of the Branch finances and advise the Branch Head timeously should corrective measures be necessary. Prepare letters, memoranda and submissions. Develop agendas and collate minutes and decisions of various meetings. Establish Branch and office procedures as well as operating systems. Liaise with managers within the Branch as well as with other executive assistants,

executive managers and the Parliamentary Office. Collate and prepare Strategic and Operational Plans of the Branch. Manage the collation of monthly programme reports, quarterly reports, annual reports. Quality assure Branch documents and manage monthly cash flows of the office of the Branch Head. The incumbent will also be required to manage some projects on behalf of the Branch Head.

NOTE

: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Shortlisted candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

ENQUIRIES

: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3295