The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS: Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: 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: Mr A Tsamai/ Ms M Thubane

CLOSING DATE: 03 May 2019

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 ID and 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 Shortlisted Applicants. Shortlisted 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 be considered.

OTHER POSTS

POST 14/03: DEPUTY DIRECTOR (PROJECT MANAGEMENT) REF NO: DBE/20/2019

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

SALARY: R869 007 per annum (All- inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A candidate must have a 3 year post matric qualification (NQF Level 6) or equivalent qualification; At least four (4) years relevant experience at supervisory level and extensive knowledge of insight into education policies and legislation; He/she must have sound knowledge and understanding of the national curriculum, the South African Government’s vision, relevant legislation and national policies; The incumbent must have research and analytical skills; sound knowledge of Business Communication, strategic planning, policy making and project management skills, good interpersonal and networking skills, stakeholder engagement experience, highly articulate team player, strong project management and people management skills; high degree of accuracy in executing work; ability to schedule work and deliver to tight deadlines; broader project communications experience and effectively working with Education stakeholders a prerequisite; He/she must have a firm understanding of the development challenges facing the country; Sound understanding of national and international declarations and commitments in education is needed; Knowledge and understanding of programmes and projects relating to public and private partnerships in education is an added advantage; Excellent communication (verbal and written); advanced computer skills (Word, Excel, Outlook, PowerPoint), and the ability to compile reports; A clear understanding of issues pertaining to project management; Proven ability to work and multi-task under pressure; knowledge of the PFMA processes; respond quickly to changing situations in complex project environments; prepare responses quickly and clearly and use personal initiative.

DUTIES: The incumbent will be expected to provide support in the implementation of the strategic and operational plan of the Directorate; Plan, coordinate and participate in formulating systems and frameworks related to projects; Work closely with National Department Stakeholders (Provinces, NGOs, Government Department etc); Coordinate implementation of programmes/projects and meetings internally as well as with external organizations and support structures. Prepare budget
ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297
NOTE: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

POST 14/04: ASSISTANT DIRECTOR (SYSTEM CONTROLLER & FINANCIAL STATEMENT) REF NO: DBE/21/2019
Branch: Finance and Administration
Chief Directorate: Financial Services, Security, and Asset Management, Logistical Services
Directorate: Financial Services

SALARY: R470 040 per annum
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a 3 year post matric qualification NQF level 6 or equivalent qualification with accounting as subject; At least 3 years’ experience in the financial system control environment; The following will serve as a strong recommendations: Knowledge of the Basic Accounting System (BAS), LOGIS; Public Finance Management Act (PFMA), Treasury Regulations, and Financial Statements reporting framework; Good interpersonal and communication (written and verbal) skills, computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines; willingness to work beyond normal working hours when requested; Preference will be given to candidates with in depth knowledge in the compilation of the Financial Statements and in-depth knowledge of BAS functionalities.

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality; maintain BAS; Maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; Issuing of circulars to BAS and Financial Statements; Ensure that all relevant security checks are done on a regular basis on BAS; Track payment of invoices on the system; Ensure that invoices 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; Assist with reconciliations of Infrastructure projects; and develop and update policies within the section.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297
NOTE: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

POST 14/05: STATE ACCOUNTANT REF NO: DBE/22/2019
Directorate: Financial Services

SALARY: R257 508 per annum
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Senior Certificate or equivalent qualification with accounting as subject; At least 2 years’ experience in expenditure environment; Preference will be given to candidates who have knowledge of the Basic Accounting System (BAS), LOGIS; Public Finance Management Act (PFMA), Treasury Regulations, Good interpersonal and communication (written and verbal) skills, Computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines.

DUTIES: The successful candidate will be responsible for checking all sundry payments before authorising to ensure the relevant documents are attached; Capture and authorise financial transaction on BAS; Ensure that payments are made within 30 days; Detect and investigate internal control weakness in identified areas and make recommendations; Capture and authorise credit transfers; Ensure that the requirement of the PFMA and Treasury Regulations as well as Departmental financial policies, prescripts and procedures are adhere to; Attend to queries on
payments and provide copies of documents when necessary and clear suspense accounts.

**ENQUIRIES**
Mr A Tsamai Tel No: (012) 357 3321/ Ms M Thubane Tel No: (012) 357 3297

**NOTE**
Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.