DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS:
Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver 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 N Sathege/Ms M Mahape
CLOSING DATE: 20 September 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 (Certified copies must not be older than 3 months). 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers’ License and registration certificate must be attached if required).

OTHER POSTS

POST 32/01: DEPUTY DIRECTOR (SALARY MANAGEMENT) REF NO: DBE/46/2019
Branch: Finance and Administration
Chief Directorate: Financial Services Security Asset Management and Logistical Services
Directorate: Financial Services

SALARY: R869 007 per annum (All-Inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised degree or national diploma or equivalent qualification in Financial Accounting/Financial Management/Management Accounting. At least 4 years supervisory experience in the area of payroll/salaries and Public Service financial experience with specific focus on salaries, payroll (PERSAL), taxation, revenue, debtors and service terminations. Candidates must have knowledge and understanding of the public sector financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll; Ability to develop and apply policies; Computer literacy, planning, organising, communication (verbal and written), numeracy and accuracy skills; people management and leadership skills; A good understanding of BAS, Persal and other computer systems.

DUTIES: Management of salaries/payroll: manage payroll related procedures in the Department, manage debt collection process, evaluate organisational needs, develop long-term institutional goals, establish budgets and direct resources to ensure budget guidelines are met; Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled; Clear PERSAL exceptions; Prepare and submit monthly and bi-annual tax reconciliation; Supervision of payroll reports; Respond to audit finding; Develop and implement financial management policies; Manage deductions and claims process; Manage service termination procedures; Perform Persal controller functions in the Department

ENQUIRIES: Ms M Mahape Tel No: (012) 357 3291/ Ms N Sathege (012) 357 3290
NOTE: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
POST 32/02 : DEPUTY DIRECTOR (EXPENDITURE, REVENUE AND DEBT MANAGEMENT)
REF NO: DBE/47/2019
(One Year Renewable Contract)
Branch: Finance and Administration
Chief Directorate: Financial Services Security Asset Management and Logistical Services

SALARY : R869 007 per annum (All-Inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year Bachelor’s degree or national diploma or an equivalent qualification. At least four (4) years’ supervisory experience in Debt or Expenditure. Preference will be given to candidates with an extensive experience in debt or expenditure management, with in-depth knowledge of the Debt/Loss Control Officer’s responsibilities, in depth understanding of Public Service Anti-corruption Strategy and fraud prevention measures, in-depth knowledge of the requirements of the PFMA and Treasury Regulations, good interpersonal and managerial skills, ability to write reports and submissions, excellent problem solving and analytical skills, people and diversity management, client orientation and customer focus, excellent verbal and written communication skills, ability to work well under pressure with strict deadlines and good computer skills in MS excel and word.

DUTIES : Manage accounts receivable and revenue collection; Handle documents and information with strict confidentiality; Ensure payment of invoices are made within 30 days; Ensure proper data capturing of financial transactions; Prepare financial statements relevant to the section; Ensure that financial transactions are brought to book; Manage the cashier office activities and banking; Manage the TRC payments, Collect and keep safe Departmental revenue; Ensure the safekeeping of financial documentation according to prescripts; Manage the debt accounts of the Department; Clear interdepartmental accounts; Write of debts; Ensure that telephone accounts are paid, establish and maintain strong relationships with key stakeholders internally and externally; Build financial capacity; Transfer knowledge/skills and empower financial staff on policies, procedure guides and training i.e. formal and informal; Respond and resolve audit queries related to the section; Ensure that all outstanding inter-departmental receivables are followed up, cleared and reconciled.

ENQUIRIES : Ms M Mahape Tel No (012) 357 3291/ Ms N Sathege (012) 357 3290
NOTE : All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 32/03 : DEPUTY DIRECTOR (DEMAND MANAGEMENT AND PERFORMANCE) REF NO: DBE/48/2019
(One Year Renewable Contract)
Branch: Finance and Administration
Chief Directorate: Financial Services Security Asset Management and Logistical Services

SALARY : R869 007 per annum (All-Inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognised degree/National Diploma or equivalent qualification as recognized by SAQA in Financial Management/ Business Management/ Supply Chain Management/ Public Administration. 4 years supervisory experience in the relevant field. A valid driver’s license. Computer Literacy; Good communication and interpersonal skills; Knowledge of legal framework governing the public service and LOGIS system.

DUTIES : Manage the demand process effectively, Including but not limited to needs assessment, categorisation of commodities, availability of funds, market assessment and industry analysis, Identify methods of procurement; Identify preferential procurement policy objectives, specifications/terms of reference and life cycle costing; Exercise effective and efficient overall monitoring and control of
supply chain management; Ensure and monitor compliance to all relevant laws and prescripts, thereby ensuring audit compliance; Ensure timeous reporting on supply chain management information and performance; Manage and provide advice to project managers in reporting on the performance of contracted service providers; Manage contract and quotation register for all awarded contracts; Provide advice on extensions or expansions and variations of orders or contracts; Attend to queries related to contracted service providers and facilitate in resolving such queries.

ENQUIRIES
Ms M Mahape Tel No: (012) 357 3291/ Ms N Sathege (012) 357 3290

NOTE
All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 32/04
ASSISTANT DIRECTOR (PLANNING, PERFORMANCE INFORMATION PLANNING MANAGEMENT AND REPORTING) REF NO: DBE/49/2019
(One Year Renewable Contract)
Branch: Office of the Director-General
Chief Directorate: Strategic Planning, Research and Coordination
Directorate: Strategic Planning and Reporting

SALARY
R470 040 per annum

CENTRE
Pretoria

REQUIREMENTS
An appropriate recognised degree/National Diploma or equivalent qualification (NQF level 6) with an understanding of the Government planning cycle. The successful candidate will have 3 years proven experience in planning, reporting and performance information use, assembly, verification and packaging, and documentation in a large organisation of above 600 people; Excellent written and verbal communication skills; Proven ability to produce quality assured work under pressure and manage deadlines; Proven experience of analysing performance information for alignment and verification; Good communication (verbal and written) and interpersonal skills; Ability to work under pressure; Problem-solving skills; Presentation skills; Attention to detail; Excellent organisational and innovation skills; Ability to deliver and perform.

DUTIES
Develop; Manage, coordinate, analyse, verify performance information in the Department of Basic Education; The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Support performance information reporting; Support the use and ensure quality of performance information reporting in the Department of Basic Education; Write operational, quarterly, annual and medium-term plans, reports, briefings and presentations including those on the outcome and other public sector compliance requirements; Refine and provide advice on improving indicator descriptions for performance information to be used in planning and reporting obligations of the Department of Basic Education and entities where appropriate; Manage branch reviews dealing with Performance Information, and use these in preparation of departmental systems for the audit and for drafting of improved plans and reports; Prepare presentations, plans, reports, updates, analyse documents, briefings and progress reports of basic education sector performance information.

ENQUIRIES
Ms M Mahape Tel No (012) 357 3291/ Ms N Sathege (012) 357 3290

NOTE
All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.