ANNEXURE A

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 J Masipa/Ms N Monyela
CLOSING DATE : 04 October 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 POST

POST 33/01 : DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO: DBE/51/2019
Branch: Social Mobilisation and Support Services
SALARY : R869 007 per annum (All-Inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Three year relevant post matric qualification (NQF level 6). This should ideally be supported by substantial experience in administration, project, and financial management including four (4) years’ relevant experience at supervisory/middle managerial level in the education sector. Computer literacy, excellent communication, inter-personal and writing skills are essential. 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. 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 process 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 collation of quarterly reports, annual report and monthly programme reports. Quality assure Branch documents and manage monthly cash flow of the office of the Branch Head. The incumbent will also be required to manage some projects on behalf of the Branch Head. The successful candidate will be responsible for the management of workflow for a Branch consisting of two (2) Chief Directorates and six (6) Directorates responsible for learner support, health and wellbeing.
ENQUIRIES : Ms J Masipa Tel No: (012) 357 3295/Ms N Monyela Tel No: (012) 357 3294
NOTE: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test. 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.