

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 M Mahape/ Ms N Sathege
- CLOSING DATE** : 28 June 2021
- 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. All required documents attached must be certified a true copy and must be dated. Certified copies must not be older than six months at the closing of the advert, applicants who do not comply with the above mentioned requirements will not be considered. 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 21/01** : **DEPUTY DIRECTOR: SALARY MANAGEMENT REF NO: DBE/40/2021**
Branch: Finance and Administration
Chief Directorate: Financial Services, Security Asset Management and Logistical Services
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (All-Inclusive remuneration package)
: Pretoria
: A three year relevant (NQF level 6) post matric qualification; At least 4 years' supervisory experience in the area of payroll/salaries and Public Service financial management with specific focus on salaries, payroll (PERSAL), taxation, revenue, debtors and service terminations; 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** : The successful candidate will: manage payroll/salaries 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 NOTE** : Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290
: 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. Shortlisted

candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.