

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to proving equal opportunities and practicing affirmative action employment. It is our intention to promote equity (race, gender and disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representatively 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 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 Mahape/Ms J Masipa
- CLOSING DATE** : 02 September 2022
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DBE Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POST

- POST 31/14** : **ASSISTANT DIRECTOR REF NO: DBE/36/2022**
Branch: Office of the Director-General
Directorate: Internal Audit
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Department of Basic Education (Pretoria)
- REQUIREMENTS** : The applicant must be in possession of an appropriate three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification in Internal Auditing, Auditing, Accounting or related field; Three (3) years' relevant experience in Internal Auditing or Auditing profession of which three (3) years must be a senior internal auditor; Professional certificates such as Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CCSA) will be added advantage; Knowledge of Standards for the Professional Practice of Internal Auditing, Public Finance Management Act (PFMA), Treasury Regulations, Public Service policies and procedures, Public Service Act; Understanding of government legislation; knowledge of IPPF and knowledge of applicable governance frameworks; Problem solving and innovation capability; Communication skills (written and verbal); Reporting and presentation skills; Conflict management skills; Financial Management skills; Ability to effectively interact with clients.
- DUTIES** : The successful candidate will evaluate internal control systems, risk management and governance processes of the department; Conduct audits from the beginning to the end; Conduct audits in compliance with Standards and IAA Methodology; Conduct ad hoc activities and other activities as required; Supervise audit teams throughout the audit engagements; Assist with the secretariat duties for the Audit Committee.
- ENQUIRIES** : Ms M Mahape Tel No: 012 357 3291/ Ms J Masipa Tel No: 012 357 3295
- 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. 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.