

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- 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 Monyela (012) 357 3294/ Ms J Masipa (012) 357 3295
- CLOSING DATE** : 21 October 2022
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. 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. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, financial/asset records, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. 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 POSTS

- POST 38/05** : **PERSONNEL PRACTITIONER REF NO: DBE/40/2022**
Branch: Finance and Administration
Chief Directorate: HR Management, Development and Labour Relations
Directorate: HR Management and Administration
Sub-Directorate: Recruitment and PMDS
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in a possession of a Senior Certificate or equivalent qualification; Two years' experience in performing recruitment and selection and performance management and development processes; Good verbal and written communication skills, Good interpersonal relations, presentation, analytical and decision making skills; computer literate (MS Office packages); Ability to interpret relevant pieces of legislation; Ability to handle confidential matters and be discreet when dealing with people; Ability to compile and maintain statistical data with relation to HR practices; Ability to prioritise and manage multiple tasks, Be innovative and creative. Understanding of Public Service policies and legislative framework; integrity and honesty.
- DUTIES** : The successful candidate will promote effective Human Resource Management practices and research, analyse, develop, review and implement HR policies, strategies and guidelines; Draft more complex submissions relating to HR matters; Liaise and render professional HR advice to clients in the Department; Perform functions related to Recruitment and Selection and Performance Management and Development Systems; Administer the qualifications verification, criminal record checks and reference checks of candidates; Maintain statistics and data for quarterly and annual reports; Perform any other duties as delegated.

- NOTE** : The successful candidate may be required to undergo a competency test. The successful candidate will have to sign an annual performance agreement and be subjected to a security clearance.
- POST 38/06** : **SENIOR ACCOUNTING CLERK REF NO: DBE/43/2022**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Budget and Expenditure Management, National and Provincial
- SALARY** : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Senior Certificate or equivalent qualification; One-year relevant experience; Knowledge of PFMA and Treasury Regulations; Computer literacy; Excellent client relations and communications skills; Ability to work in a pressured environment individually and in a team; Organising, planning, report writing and problem solving skills and general office management.
- DUTIES** : The successful candidate will assist with providing a support role to Provincial Education Departments (PEDs) and Department of Basic Education; Assist with monitoring and evaluation of the allocation and utilisation of financial resources in education by PEDs; Assist with the collating of PEDs budgets documents; Assist with the In-Year-Monitoring (IYM) of PEDs expenditure trends; Assist in co-ordinating the sector budget process; Assist with queries/request/proposals that are relevant to the revision of programme structure and standard chart of accounts (SCOA) per PED.
- ENQUIRIES** : Ms N Monyela Tel No: (012) 357 3294/Ms J Masipa Tel No: (012) 357 3295
NOTE : The successful candidate may be required to undergo a competency test. The successful candidate will have to sign an annual performance agreement and be subjected to a security clearance.