



Province of the
EASTERN CAPE
EDUCATION

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 *
REPUBLIC OF SOUTH AFRICA * Tel: +27 40 608 4064/4548

- POST** : **DEPUTY DIRECTORS: HRA & P**
- CENTRE** : **Libode (1 Post) (Edu300), Maluti (1Post) (Edu301), Mt Fletcher (1 Post) (Edu302, Lusikisiki (1Post) (Edu303), Queenstown (1 Post) (Edu304), Mbizana (1 Post) (Edu305), Fort Beaufort (1 Post) (Edu306), Lady Frere (1Post) (Edu307), Mt Frere (1 Post) (Edu308), Grahamstown (1 Post) (Edu309)**
- SALARY LEVEL** : **11**
- SALARY SCALE** : **R532 278 – R627 000**
- REQUIREMENTS** : An appropriate B degree/diploma or equivalent qualification with at least 8 years relevant experience of which at least four years have been at the of Assistant Director. A relevant post-graduate degree in the relevant field will be an added advantage. The candidate must be in possession a valid driver's license and computer literate.
Additional Requirements: An extensive knowledge of the Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization.
- RESPONSIBILITIES:** In consultation with Employment Equity Committee, create recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Control and oversee and recruitment procedures. Conduct reference

check to potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Develop, improve, interpret and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Report to Senior Management as may be required. Supervise subordinate and quality assure their work as well as their PMDS

POST : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT (SKILLS DEVELOPMENT OFFICER)**

SALARY LEVEL : 11

SALARY SCALE : R532 278 – R627 000 pa

CENTRE : Head Office – Zwelitsha (1 Post) (Edu 310)

REQUIREMENTS : An appropriate B degree/diploma or equivalent qualification with at least 8 years relevant experience of which at least four years have been at the of Assistant Director. A relevant post-graduate degree in the relevant field will be an added advantage. The candidate must be in possession a valid driver's license and computer literate.

Key Competencies: Planning and organizing, Project Management, Communication, Conceptualization, Project co-ordination and management, the ideal candidate will be a self driven, assertive and responsible professional who embraces the values of honesty and integrity. Knowledge of the Public Service legislation, human resource environment. Basic conditions of Employment Act, Educators Employment Act and Regulations.

RESPONSIBILITIES: Manage that the Workplace Skills Plan (WSP) an annual training. Report processes and development in line with the strategic objectives of the Department, PGDP and NSDS. Manage identification and implementation and impact assessment. Manage the function of the skills development committees at all levels. Manage the budget allocation and utilization thereof for performance Improvement. Facilitate and coordinate and integrate all training initiatives in the Department. Manage partnerships with HEI's ETDP Setas, OTP and other departments on skills development matters. Represent the Department on ELRC and other interdepartmental HRD forums.

POST : **DEPUTY DIRECTOR (BANKING SERVICES)**

SALARY LEVEL : 11

SALARY SCALE : R R532 278 – R627 000 pa

CENTRE : **Head Office – Zwelitsha (1 Post) (Edu 311)**

REQUIREMENTS : A degree in Accounting/Finance, majoring with Accounting. At least 3-5 years of experience as an Assistant Director within the financial accounting and reporting environment. Knowledge of the Public Financial accounting and reporting environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and GRAP. Well developed reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Proven managerial skills and capabilities with good negotiating ability, as well as well-developed verbal skills, inter-personal relations, adaptability and resourcefulness. Ability to handle variety of task execution, working under pressure and willing and able to work after hours at short notice. Hands-on experience and good, working knowledge of Financial Management System of government will be an added advantage.

RESPONSIBILITIES: The incumbent will be responsible for the management of the bank account of the Department of Education including monthly bank reconciliations and providing bank related inputs for the financial statements. Optimise cash availability in the bank account of the Department of Education. Manage and monitor the surrender of own revenue and unspent funds. Manage and monitor the sections Audit Intervention Plan. Preparation of monthly compliance reporting and executed month end closure procedures. Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the Sub-Directorate Bank Management including the management of personnel.

POST : **DEPUTY DIRECTOR - SUPPLY CHAIN MANAGEMENT**

SALARY LEVEL : 11

SALARY SCALE : R532 278 – R627 000 pa

CENTRE : **East London (1 Post) (Edu 312)**

REQUIREMENTS : An appropriate B degree/diploma or equivalent qualification

with at least 8 years relevant experience of which at least four years have been at the of Assistant Director. A relevant post-graduate degree in the relevant field will be an added advantage. The candidate must be in possession a valid driver's license and computer literate.

RESPONSIBILITIES:

Manage the Asset Management/ Transport Unit of the District Office. Undertake annual stocktaking and submit stocktaking and submit stocktaking reports. Maintain the asset register. Maintain assets on the LOGIS system. Submit annual reports as prescribed by the PFMA. Manage loss control in the District Office. Maintain the loss control register. Undertake recoveries. Liaise with state attorneys. Co-ordinate disposals. Render a secretarial function to the Disposal Board and Loss Control Committees. Arrange auctions. Manage transport (Department and subsidized fleet). Manage performance of staff members and ensure appropriate training and development/Provide reports to management Responsible for supply chain management and reporting in the district.

POST : **ASSISTANT DIRECTOR - INTERNAL AUDIT SERVICES**

SALARY LEVEL : **9**

SALARY SCALE : **R 270 804 – R 327 126**

CENTRE : **Head Office – Zwelitsha (2 posts) (Edu 313)**

REQUIREMENTS : An appropriate 3 year Degree or National Diploma with majors in Internal Auditing/Auditing and Accounting or equivalent. Four (4) years in Internal Audit experience of which 2 years should be as a team leader or potential to lead a team. Membership of Institute of Internal Audit (IIA). Studying towards a relevant professional Qualification e.g. CIA. Candidates must possess extensive knowledge of Auditing and an in-depth knowledge of the International Standards for Professional Practice of Internal Auditing. Knowledge of the Treasury Regulations and Public Finance Management Act (PFMA). Good interpersonal and communication skills. Effective Report writing skills. Planning and organizing skills. Project management and communication skills. Computer literacy. The ability to apply the Microsoft package (Excel, Word, PowerPoint, Outlook, etc.). A valid driver's licence as successful candidates will be required to travel extensively within the province. Post Graduate Diploma or a CIA will be an added advantage. Knowledge of Team Mate and ACL will be an added advantage.

Competencies: This post requires a person with excellent auditing and problem solving skills coupled with the ability to work under pressure.

Personal qualities – Behavioural Skills: Diligence * Honesty, integrity and confidentiality * Independence * Ethics sensitivity * Objectivity * Ability to work independently.

RESPONSIBILITIES:

The incumbent will be responsible to. Evaluate the internal control systems, risk management and governance process of the department. Plan the audit projects. Develop adequate audit programmes. Execute audit programme by gathering all relevant data. Coach, lead, train and supervise the audit team. Document all audit findings and provide supporting evidence. Compile audit reports and discuss with the client. Conduct internal audits in compliance with the International Standards for professional Practice of Internal Auditing. Perform follow up reviews to ensure that agreed action plans have been implemented. Build relationships with clients, external auditors, and other assurance providers.

POST : **ASSISTANT DIRECTOR (HRA & P)**

SALARY LEVEL : **9**

SALARY SCALE : **R 270 804 – R 327 126pa**

CENTRE : **Fort Beaufort (1 Post) (Edu 314)**

REQUIREMENTS : An appropriate B degree/diploma or equivalent qualification with at least 6 year's relevant experience of which at least eight years have been at the supervisory level. A relevant post-graduate degree in the relevant field will be an added advantage. The candidate must be in possession a valid driver's license and computer literate.

Additional Requirements: An extensive knowledge of the Public Service Human Resource Management with specific reference to the Employment of Educators Act, 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations.

RESPONSIBILITIES:

Manage the administration of service conditions, human resource procurement and utilization matters. Implement and monitor relevant personnel administration, personnel practices, practices and procedures. Render an effective advisory service

to employees in the Department. Ensure effectiveness and accuracy of human resource information on PERSAL. Supervise subordinates and quality assure their work as well as their PMDS.

- POST** : **INTERNAL AUDITORS - INTERNAL AUDIT SERVICES**
- SALARY LEVEL** : 7
- SALARY SCALE** : R 183 438.00
- CENTRE** : Head Office – Zwelitsha (6 posts) (Edu 315)
- REQUIREMENTS** : An appropriate 3 year Degree or National Diploma with majors in Auditing/ Internal Auditing and Accounting. A minimum 1 year experience in Internal Auditing. Knowledge of the Standards for the Professional Practice of Internal Auditors (SPPIA). Public Finance Management Act and Regulations. Proven analytical, lateral and innovative thinking, problem solving, good communication skills and report writing skills. Ability to work under pressure, meet tight deadlines and be target driven. Computer Literacy, Ms Word, Excel, Outlook and the Internet. Sound knowledge of Teammate and ACL will be an added advantage. A valid driver's license as successful candidates will be required to travel extensively within the province. Membership of the Institute of Internal Auditors (IIA) and IAT will be an added advantage.
- Competencies:** This post requires a person with excellent auditing and problem solving skills coupled with the ability to work under pressure.
- Personal qualities – Behavioral Skills:** Diligence. Honesty, integrity and confidentiality. Independence. Ethics sensitivity. Objectivity.

- RESPONSIBILITIES:** Prepare system descriptions and flow charts. Develop the elementary audit programme. Execute the audit program. Complete and reference the working papers. Document audit findings. Liaise with team leader at all stages of the audit during interviews with managers. Assist in the administration of the internal audit activity. Perform any other delegated tasks.

NOTE: CANDIDATES WILL BE REQUIRED TO UNDERGO VETTING PROCESSES

Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

INSTRUCTION TO CANDIDATES

NOTE: Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. Only shortlisted candidates will be contacted. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply. All shortlisted candidates may be required to undergo competency assessments. Appointment is subject to State Security Agency securing screening. Please note that communication will be limited to the short-listed candidates only.

NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of Chief Director: Human Resource Management and Development, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605. Enquiries can be directed to: Mrs. NT Sipahlanga/Mr. MM Lokwe (040-6084064/4513). Applications for the post of Assistant Director: HRA & P for Fort Beaufort District must be directed to the relevant District Office.

- (1) The District Director: Mr. N Stofile
P/B X 2041
FORT BEAUFORT
Te l: 046- 6452964
Fax: 046- 6452783

CLOSING DATE : 11 August 2015

