

DEPARTMENT OF EDUCATION

DIRECTOR: CLEAN AUDIT (04 posts)

COMPONENT: CLEAN AUDIT (1-YEAR CONTRACT)

SALARY RANGE: R1 057 326 per annum (inclusive package)

Ref. DOE D-CA 01/07/2020 CENTRE: Head Office – Zwelitsha

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) in Finance / Accounting with five (5) years middle management experience. In the relevant field. Proficiency in the MS Office Package (Word, PowerPoint and Excel) The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Valid driver's license Competencies: Knowledge of Constitution, Public Finance Management Act, Risk Management Policies, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Thorough knowledge of PFMA, DORA, SCOA, Public Service Act and Regulations. Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Economic Classifications Departmental accounting structure. Financial Accounting Handbook for public sector. BAS Rules and processes, GRAP Standards. Annual Financial Statements, Template, Interim Financial Statement Template

KPA's Compile the Interim and Annual Financial Statements. Maintain high standard of working paper files to substantiate the reported figures. Ensure that the team / section produces excellent work in terms of quality / quantity and timeliness. Manage daily team performance and ensure timely submission of Interim and Financial Statement. Manage all audit responses including the Auditor-General and Internal Audit to improve the quality of financial statements. Review audit annual financial statements and implement the process of clearing the uncorrected misstatements. Draft motivation to the Legislature on consideration of the unauthorized expenditure. Facilitate process of condonement of irregular expenditure by the relevant authority. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Provide support to the departmental financial oversight and other related Committees. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Directives and comply with corporate governance and planning imperatives.

DEPUTY DIRECTOR: CLEAN AUDIT (06 posts)

COMPONENT: CLEAN AUDIT (1-YEAR CONTRACT)

SALARY RANGE: R733 257 per annum (inclusive package)

Ref. DOE D-CA 02/07/2020 CENTRE: Head Office – Zwelitsha

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) in Finance and Accounting. Minimum of 5 years' experience in Accounting Services including 3 years' relevant post qualification experience at management level. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid driver's license Competencies: Knowledge of Constitution, Public Finance Management Act, Risk Management Policies, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Thorough knowledge of PFMA, DORA, SCOA, Public Service Act and Regulations. Treasury regulations, Treasury/ Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Economic Classifications Departmental accounting structure. Financial Accounting Handbook for public sector. BAS Rules and processes, GRAP Standards. Annual Financial Statements, Template, Interim Financial

KPA's: Assist in the compilation of the Interim and Annual Financial Statements. Maintenance of high standard of working paper files to substantiate the reported figures. Ensure that the team / section produces excellent work in terms of quality / quantity and timeliness. Assist in Management of daily team performance and ensure timely submission of Interim and Financial Statement. Manage all audit responses including the Auditor-General and Internal Audit to improve the quality of financial statements. Assist to review the audit annual financial statements and implement the process of clearing the uncorrected misstatements. Assist in draft motivation to the Legislature on consideration of the unauthorized expenditure.

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Assist in the process of condonement of irregular expenditure by the relevant authority. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Provide support to the departmental financial oversight and other related Committees. Ensure monitoring of operations on accounting systems, controls and procedures in order to ensure the integrity of financial information. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Directives and comply with corporate governance and planning imperatives.

DEPUTY DIRECTOR: CAPPED LEAVE

COMPONENT: CAPPED LEAVE AUDIT PROJECT (1-YEAR CONTRACT)

SALARY RANGE: R733 257 per annum (Inclusive package)

Ref. ECDOE DD-CL 03/07/2020 Centre: East London

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) in Human Resource Management or Public Administration with 5 years' relevant experience in the HRA environment. Extensive knowledge of Leave Administration pertaining to the previous and current dispensation. Computer literate. Proven ability to resolve problems independently. Proven ability to work under taxing circumstances. Working Knowledge of OPTIMIS and capped leave applications and auditing thereof.

KPA's: Provide training on auditing of capped leave for Educators and Public Service Act Employees as well as guidance. Final checking of the Audits conducted. Problem solve difficult cases. Approve and Authorize Persal transactions. Provide advisory support function.

Enquiries: Ms R Pendrigh (060 523 8615)

ASSISTANT DIRECTOR – CLEAN AUDIT (1-YEAR CONTRACT)

Salary Notch: R356,289 per annum (Level 9)

Centre: Provincial Office – Zwelitsha (04 posts)

Ref. DOE-AD 04/07/20

REQUIREMENTS: National Senior Certificate, B. Degree (NQF level 7) with majors in Financial Management / Accounting / Auditing or equivalent. Four (4) years in Finance / Auditing experience; A minimum of 3 years' supervisory experience within a financial management or similar environment. Recommendations: Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP). Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Ability to solve financial problems; Skills: Leading and supervising; Analysing and reporting; Strategic planning; Presentation; Conflict resolution skills; Communication (written and verbal) skills; Proven computer literacy

Competencies: This post requires a person with excellent auditing / financial management 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

KPA'S: The incumbent will be responsible to. Evaluate the internal control systems, risk management and governance process of the department. Assist with the compilation of annual financial statements by analysing inputs on the preparation of interim and annual financial statements. Perform follow-up reviews on progress reported on the audit improvement plans to ensure that agreed upon action plans have been implemented, Analyse and reconcile inputs for the preparation of interim and annual financial statements. Assist with the logistical arrangements pertaining to meetings to facilitate the process of clearing prior year audit findings and, draft letters and annexures for the process of clearing audit findings. Verify inputs during the preparation of the disclosure notes for the Interim and Annual Financial Statements. Review and analyse monthly Annexures to Interim and Annual Financial Statements. Monitor the implementation of the findings and recommendations of the AG. Respond to AG queries.



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STATE ACCOUNTANT – CLEAN AUDIT (1-YEAR CONTRACT)

Salary Notch: R 257,508 per annum (Salary Level 7)

Centre: Provincial Office – Zwelitsha (06 posts)

Ref No: DOE-SA 05/07/20

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) in Commerce, Accounting or equivalent qualification (NQF6); 3 years related financial/ accounting experience at supervisory level; Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP); Basic Accounting and Logistical Information Systems (BAS and LOGIS); Ability to solve financial problems; Analysing and reporting; Presentation; Conflict resolution skills; Communication (written and verbal) skills; Proven computer literacy; Accuracy and attention to detail; Presentation and facilitation skills. : solving skills coupled with the ability to work under pressure. Personal qualities – Behavioural Skills: Diligence. Honesty, integrity and confidentiality. Independence. Ethics sensitivity. Objectivity.

KPA's: Prepare system descriptions and flow charts. Develop the Interims and Annual Financial Statements preparation project. Collect and collate information on financial statements disclosure notes. Complete and reference the working papers. Follow-up and Document process of clearing negative audit findings. Liaise with team leader at all stages of the preparation of financial statements during interviews with managers. Assist in the administration of the financial statements activity. Perform any other delegated tasks. Assist in the assessment of adequacy of responses on issues raised in audit financial statements. Assist in monitoring the implementation of audit improvement plans.

DEPUTY DIRECTOR: EMIS

COMPONENT: System Development and Support

SALARY RANGE: R733 257 per annum (inclusive package)

Ref. DOE DD-EMIS 06/07/2020 CENTRE: East London

REQUIREMENTS: National Senior certificate B. Degree (NQF level 7) in one of the following fields, Degree in Computer Science or Diploma in Information Technology or B-Com in Information Systems or Diploma in Financial Information Systems. MCSD / MCDDBA will be an added advantage. Clear evidence of successfully completed and deployed applications which are currently functional. An understanding of Government Priorities and processes in the public service. An ability to work with wide spectrum of stakeholders. Good Planning Skills and ability to work under pressure. Present good etiquette and good interpersonal skills. A valid (code 8 - EB or higher) driver's license.

Technical competencies: A minimum of five years in designing, administering and implementing MS SQL Databases. 3 years' overall experience with Schema design, ERD's, Stored Procedures and SSI packages. A fair understanding of Data Modelling, Reporting Services and Business Intelligence tools. A minimum of 5 years' experience in development and deployment of .Net applications. Solid practical experience working with .Net 4.6 API or later. Experience in VB.Net or C# coding, SQL Server 2016 or later, DHTML, XHTML, CSS, RSS, AJAX, XML web services, SCRUM. Understanding of Servers and Networking environments. Competencies: Leadership. Communication. Planning and Project management. Strategic planning and transformation. Policy Analysis, Systems Analysis. Researching. Staff development. Organizing and Systems Implementation.

KPA's: Analysis of DoE back-end systems environment. Debugging and development of applications to support back-end Data management activities. Integration of application systems in addressing needs of all DoE business units. Periodic Database Management and Administration. Web application and Database configuration. Project Management. Consolidation of Datasets into a Data Warehouse. Data Warehouse Management. Provision of supervision to subordinates. Develop and maintain application software, databases and development of applicable documentation. Interpretation of user requirements into a meaningful technical design and development of applications to meet these needs. Ensure that standards, procedures and methods of application development and change control are thoroughly adhered to. Provide technical software support to ensure technical stability of all application systems. Facilitate and promote systems integration projects Co-ordinate a team of software developers. Maintain an accurate and up to date Schools Masterlist for the Eastern Cape DoE.

Enquiries: Mr Lethu Ndzube (060 564 2851)



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Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho,5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha, for attention Ms S Nieuwenhuys.

CLOSING DATE: 14 August 2020, 13h00.

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

