

## **DEPARTMENT OF EDUCATION**

- POST** : **DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING, EVALUATION AND MONITORING Ref. EDU001/2017)**
- SALARY RANGE** : **R1 299 501 – R1 463 892 per annum**
- SALARY LEVEL** : **15**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : A post graduate qualification at NQF level 8 in business administration, human resource management or related fields • 8 to 10 years' relevant experience in the planning, human capital or corporate management domains at senior management level • General knowledge of the strategic management of corporate management functions such as legal advisory services, information technology, corporate communication, etc. • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers' License  
**Competencies:** Strategic Capability and Leadership • People Management and Empowerment • Programme and Project Management • Financial Management • Change Management • Knowledge Management • Service Delivery Innovation • Problem Solving and Analysis • Client Orientation and Customer Focus • Communication  
**Technical Competencies:** Relevant legislative frameworks • Departmental policies and procedures • Performance Reporting • Human Resource Planning • Business Process Reengineering.
- DUTIES** : **KPAs:** Support the head of department and executive managers with the development of the departmental Strategic Plan and annual performance plans, the monitoring of the performance thereof and reporting thereon • Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Service Act, 1994, the Employment of Educators Act, 1998 and the Public Finance Management Act, 1999 to ensure the effective, efficient and economical utilisation of the department's human capital and knowledge/information/technology management infrastructure resources • Strategically direct infrastructure development and maintenance processes to ensure the provisioning of education to learners in a safe and fit-for-purpose environment standards • Account for the effective, efficient and economical performance of the departmental human resource management and staff utilisation systems • Manage and account for the development and implementation of the Department's Information Technology Master Plan and the roll-out of educational IT solutions • Manage and account for the provisioning of corporate legal services • Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental human capital and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services •

Manage the development of the Branch's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment • Provide technical advice to the head of department pertaining to strategic, and physical resource utilisation matters • Represent the strategic intent of the Department in the technical structures of HEADCOM, the DPSA, provincial planning forums as well as stakeholder engagement and bargaining structures • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development staff

- POST** : **DEPUTY DIRECTOR: INTERNAL AUDIT SERVICES Ref.EDU002/2017)**
- SALARY RANGE** : **R612 822 – R721 878 per annum**
- SALARY LEVEL** : **11**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification with Audit and Accounting or related subjects as majors •Minimum of 5years' experience in Auditingincluding 3 years' relevant post qualification experience at management level• Proficiency in the MS Office Package (Word, PowerPoint and Excel)• Valid driver's licence  
**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. • Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies, Governance & Risk Management, Budget Preparation, Monitoring and Reporting.
- DUTIES** : Assist in the development of the departmental audit plan and manage the execution thereof • Assist in allocating appropriate resources for the audit plan • Control progress of audits• Manage the internal audit activity• Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology • Manage the development of audit programmes and ensure execution of audits is based on audit programme • Review audit work done and execute audits• Present Audit reports to management and audit committee• Ensure follow up audits are done to determine whether all agreed rectification plans have been implemented •Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit
- POST** : **DEPUTY DIRECTOR: SALARY RECONCILIATION Ref. EDU003/2017**
- SALARY RANGE** : **R612 822 – R721 878 per annum**
- SALARY** : **11**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent

qualification in Accounting or Financial Management • 3 years' post qualification experience at management level in Rebates Section • Proficiency in the MS Office Package (Word, PowerPoint and Excel) • Valid Driver's License

**Competencies:** Project Management • Persal • BAS • Financial Management • People Management and Empowerment • Change Management • Service Delivery Innovation • Client orientation and customer focus • Problem solving and analysis skills • Communication Skills • Presentation skills • PFMA • Treasury Regulations • Departmental policies and Procedures • Performance reporting.

**DUTIES** : Manage and monitor the timely processing of salary deductions, payments, tax administration, clearance of suspense accounts and Persal/BAS reconciliations • Provide monthly reports • Ensure compliance with the Provincial Cash Management Framework • Document Management • Liaise with Provincial Treasury and 3rd parties • Develop and monitor implementation of policies • Provide inputs for the compilation of Interim and Annual Financial Statements • Identify risks • Ensure effective and efficient implementation of internal controls to mitigate risks • Attend to internal and external audit queries • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit

**POST** : **DEPUTY DIRECTOR – SALARY CONTROL (Ref. EDU004/2017)**

**SALARY RANGE** : **R612 822 – R721 878 per annum**

**SALARY** : **11**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Accounting or Financial Management • 3 years' post qualification experience at management level in Salary Deductions and Payments in the public sector • Proficiency in the MS Office Package (Word, PowerPoint and Excel) • Valid Driver's License  
**Competencies:** Project Management • Persal • BAS • Financial Management • People Management and Empowerment • Change Management • Service Delivery Innovation • Client orientation and customer focus • Problem solving and analysis skills • Communication skills.

**DUTIES** : Manage and monitor the timely processing of salary deductions, payments and leave gratuities at Head Office and all Districts • Provide monthly expenditure reports • Clear salary related suspense accounts • Ensure compliance with the Provincial Cash Management Framework • Management of HR accruals • Document Management • Liaise with Provincial Treasury and 3<sup>rd</sup> parties • Develop and monitor implementation of policies • Provide inputs for the compilation of Interim and Annual Financial Statements • Ensure effective and efficient implementation of internal controls to mitigate risks • Provide general managerial functions and supervision • Attend to internal and external audit queries • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit

**POST** : **DEPUTY DIRECTOR: GENERAL EXPENDITURE - PAYMENT**

		<b><u>SERVICES (REF. EDU005/2017)</u></b>
<b><u>SALARY RANGE</u></b>	:	<b>R 612 822 – R721 878per annum</b>
<b><u>SALARY</u></b>	:	<b>11</b>
<b><u>CENTRE</u></b>	:	<b>Head Office – Zwelitsha</b>
<b><u>REQUIREMENTS</u></b>	:	B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Finance or a related field •3 years' relevant post qualification experience at management level• Knowledge of legislative frameworks, policies and procedures pertaining to Corporate Services; including but not limited to the Public Service Act and Regulations, the Public Finance Management Act and Treasury Regulations •Knowledge of LOGIS and BAS •Proficiency in the MS Office Package (Word, PowerPoint, Excel, Access and MS Project)• Willingness and ability to work under pressure • Excellent writing skills • Valid driver's licence.
<b><u>DUTIES</u></b>	:	Monitor the implementation of executive decisions • Co-ordinate projects and compiles monthly and quarterly reports • Liaise with Provincial Treasury, District Offices and departmental banking institutions • Manage the rendering of creditor's accounts • Manage the capturing and Authorization of Sundry payments and approval of payment vouchers • Manage the departmental accruals and maintaining of all compliance issues • Controlling of the Audit processes • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit
<b><u>POST</u></b>	:	<b><u>DEPUTY DIRECTOR/EXECUTIVE ASSISTANT: FINANCIAL MANAGEMENT – OFFICE OF THE CFO (REF. EDU006/2017)</u></b>
<b><u>SALARY RANGE</u></b>	:	<b>R 612 822 – R721 878per annum</b>
<b><u>SALARY LEVEL</u></b>	:	<b>11</b>
<b><u>CENTRE</u></b>	:	<b>Head Office – Zwelitsha</b>
<b><u>REQUIREMENTS</u></b>	:	Relevant B-degree (NQF level 7) / National Diploma (NQF level 6) or equivalent qualification in Office Management, Financial Management or any other related field • 3 years' relevant post qualification experience at management level in the public sector • Proficiency in the MS Office Package (Word, PowerPoint and Excel) • Valid Driver's License <b>Competencies:</b> Office Management• Sound organisational and planning skills • High level of reliability Client orientation and customer focus • Problem solving and analysis skills • Effective verbal and written communication skills • Effectively manage multiple demands and tasks •Sound financial understanding • Presentation skills • Service Delivery Innovation • PFMA • Treasury Regulations • Departmental policies and procedures • Performance reporting.
<b><u>DUTIES</u></b>	:	Provide support service to the Chief Financial Officer • Prepare and consolidate reports for the branch and the department for submission to SCOPA, Portfolio Committee, Office of the Premier and Provincial Treasury • Implementation and the office • Actively manage the office of the CFO • Managing the office budget, and compiling monthly expenditure reports and monthly procurement plan. Efficiently manage conflicting priorities and deadlines • Develop and maintain effective relationships with all internal and external customers. Coordinate meetings, including the

typing of agenda and minutes, attend meetings to take minutes when required. Assisting the Finance Department and the entire branch with agent requirements needed by various stakeholders. Ensuring compliance to departmental prescripts/policies in the office of the CFO.

- POST** : **DEPUTY DIRECTOR: TRANSFER AND CREDITOR PAYMENTS (Ref. EDU007/2017)**
- BASIC SALARY** : **R612 822 – R721 878 per annum**
- SALARY LEVEL** : **11**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : B-degree (NQF level 7) / National Diploma (NQF level 6) or equivalent qualification in Accounting or Financial Management • 3 years' relevant post qualification experience at management level in payment services • Proficiency in the transversal systems: BAS and LOGIS • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License • Hands-on experience and good, working knowledge of National Norms and Standards for school Funding (NNSF) and National School Nutrition Program management system of government will be an added advantage  
**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations, BAS and LOGIS • Communication (verbal and written) • Financial compliance and reporting • Problem solving • Willingness to work under pressure • Well-developed reasoning mathematical, analytical and innovative thinking ability • Problem solving ability • Ability to handle variety of task execution working under pressure and willing and able to work under pressure  
**Technical Competencies:** BAS and LOGIS • Expenditure analysis • Understanding of the Standard Charts of Accounts • Understanding of Generally Recognised Accounting Standards • Understanding the modified cash basis of accounting as well as accrual accounting.
- DUTIES** : Verify General and creditor payments before capturing on the system • Manage and monitor General and creditor payments • Reconcile General and creditor payments • Manage and monitor the section's 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 • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the sub-directorate
- POST** : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND PLANNING (REF. EDU008/2017)**
- BASIC SALARY** : **R612 822 – R721 878 per annum (Level 11)**
- CENTRE** : **Graaff-Reinet**
- REQUIREMENTS** : B-degree (NQF level 7) / National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant area • 3 years' relevant post qualification experience at

management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License

**Competencies:** 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 • Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization.

**Technical competencies:** 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 • Grounded knowledge of the PERSAL system.

**DUTIES** : In consultation with Employment Equity Committee, create recruitment plan to satisfy staffing needs according to priorities • Co-ordinate advertisements of posts • Control and oversee recruitment and selection procedures • 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 • Manage the administration of personnel practice and utilization matters • Report to Senior Management as may be required • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the sub-directorate

**POST** : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION**  
**BASIC SALARY** : **R612 822 – R721 878 per annum**  
**SALARY LEVEL** : **11**  
**CENTRE** : **East London; (Ref. EDU010/2017) Mount Fletcher; (Ref. EDU011/2017) Mount Frere; (Ref. EDU012/2017) Lady Frere; (Ref. EDU013/2017) Sterkspruit**

**REQUIREMENTS** : B-degree (NQF level 7) / National Diploma (NQF level 6) or equivalent qualification in Accounting / Financial Management • Three years' relevant post qualification experience at management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License  
**Competency Requirements:** Extensive knowledge of financial practices as directed by the Public Finance Management Act, 1999, Treasury Regulations and Generally Accepted Accounting Practice and Generally Recognized Financial Practice standards • Risk Management and Internal Control Management Practices • Accounting and Financial Management Systems • Financial Performance Review Tools and Reporting.

**DUTIES** : Coordinate budgetary inputs for the District inclusive of administering budget allocations on BAS in line with the District's Annual Performance Plan • Manage the provisioning of expenditure services within the district in compliance with policy and delegation imperatives • Manage, oversee and account for processes related to the payment of salaries and other benefits to employees in the district • Monitor, evaluate and report on the performance of the district's budget allocation, inclusive of providing early warning services • Coordinate transfer payment processes within the

district • Ensure the implementation of appropriate internal financial control measures and the maintenance of the District Financial Risk Register • Coordinate district processes in support of the implementation of internal and external audit plans • Provide technical financial management advisory services to the District Director and members of the district management team • Manage the effective, economical and efficient utilization of the Sub Directorate's physical, financial and human resources.

**POST** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
**BASIC SALARY** : *R612 822 – R721 878 per annum*  
**SALARY LEVEL** : 11  
**CENTRE** : *(Ref. EDU014/2017) Cofimvaba; (Ref. EDU015/2017) Dutywa; (Ref. EDU016/2017) Grahamstown; (Ref. EDU017/2017) Sterkspruit*  
**REQUIREMENTS** : B-degree (NQF level 7) / National Diploma (NQF level 6) or equivalent qualification in Financial Management / Logistics / Supply Chain Management / related area • Three years' relevant post qualification experience at management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License  
**Competency Requirements:** □ Extensive knowledge of supply chain management practices as directed by the Public Finance Management Act, 1999 and the Treasury Regulations. □ Risk Management and Internal Control Management Practices. □ Asset Management Information Systems □ SCM Performance Review Tools and Reporting  
**DUTIES** : Ensure the effective and efficient implementation of supply chain management policies and systems in the District • Manage the provisioning of demand management processes in the district • Manage the provisioning of logistical services in the district including payment of vendors • Management the provisioning of warehousing and asset management processes in the district • Ensure the implementation of appropriate internal control measures and the maintenance of the District SCM Risk Register • Coordinate district processes in support of the implementation of internal and external audit plans • Manage the effective, economical and efficient utilization of the Sub Directorate's physical, financial and human resources

**POST** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY**  
**(REF. EDU025/2017)**  
**BASIC SALARY** : **R311 784 – R376 626per annum**  
**SALARY Level** : 9  
**CENTRE** : **Head Office – Zwelitsha**  
**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Information Technology • Minimum of five years' experience in the IT environment • Experience in the Service Desk environment will be an added advantage • Information Technology Infrastructure Library (ITIL) certification will also be an added advantage • Valid driver's license  
**Competencies:** Troubleshooting skills as well as an understanding of the departmental policies and processes • Report writing and interpersonal relations skills  
**DUTIES** : Ensure that users are provided efficient and timely support. Performs staff

scheduling to ensure Service Desk coverage during normal business hours and on-call support as required • Manages the Service Desk staff including consultation on performance evaluations, promotions, hiring and disciplinary responsibilities • Provides staff support for administrative tasks and projects relative to the Corporate Desktop, Wide Area Network, Local Area Network, IT Transversal (BAS, LOGIS, PERSAL) and Non Transversal Systems, Telephone and Schools ICT • Monitors problem management database and follows up with assigned personnel and service providers and State IT Agency to ensure timely resolution of problems • Maintains a central source of information enabling Service Desk staff and support technicians to recover outages with minimal disruption to expected service levels • Invokes problem escalation procedures to coordinate recovery • Isolates problem trends and ensures that troubleshooting efforts are completed for recurring problems until permanent solutions are found • Ensures that daily, weekly, and monthly statistics, status reports, change management reports and graphical reporting aids are completed and continually modified to meet the needs of the Directorate and the Department • Maintain a credible IT Asset register in compliance with Information Technology Infrastructure Library (ITIL) processes • Ensure that all Information Technology Infrastructure Library (ITIL) processes are implemented, automated and monitored through the centralized Service Desk • Ensures that decisions made to improve the overall customer support of the Service Desk are continually carried through • Coordinates training requirements of Service Desk personnel • Performs other duties and responsibilities as assigned by the supervisor • Contributes to the Directorate's productivity, development objectives and overall improvement in Information Systems Audit (ISA)

<b><u>POST</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT SERVICES (2 POSTS) (Ref. EDU026/2017)</u></b>
<b><u>BASIC SALARY</u></b>	:	<b>R311 784 – R376 626per annum</b>
<b><u>SALARY LEVEL</u></b>	:	<b>9</b>
<b><u>CENTRE</u></b>	:	<b>Head Office – Zwelitsha</b>
<b><u>REQUIREMENTS</u></b>	:	B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification with Internal Auditing/Auditing and Accounting or related subjects as majors•3 to 5 years' appropriate experience in Internal Audit• Membership of Institute of Internal Audit (IIA) •Proficiency in the MS Office Package (Word, PowerPoint and Excel)•Valid driver's licence• <u>Note:</u> Relevant Post Graduate Diploma;registration as CIA; knowledge of TeamMate and ACL will be added advantages <b>Competencies:</b> 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
<b><u>DUTIES</u></b>	:	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: TRANSFER AND SUNDRY PAYMENTS (Ref. EDU027/2017)**

**BASIC SALARY** : **R311 784 - R376, 626 per annum**

**SALARY Level** : **9**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Accounting or Financial Management • 3 Years' relevant experience at supervisory level in the area of payment services • Proficiency in the transversal systems: BAS and LOGIS • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License • **Note:** Hands-on experience and good, working knowledge of National Norms and Standards for School Funding (NNSF) and National School Nutrition Program management system of government will be an added advantage  
**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations • Communication (verbal and written), financial compliance and reporting, problem solving, willingness to work under pressure • Well-developed reasoning mathematical, analytical and innovative thinking ability as well as problem solving ability • Ability to handle variety of task execution working under pressure and willing and able to work under pressure  
**Technical Competencies:** BAS and LOGIS • Expenditure analysis • Understanding of the Standard charts of accounts • Understanding of Generally Recognised Accounting Standards • Understanding the modified cash basis of accounting as well as accrual.

**DUTIES** : Verify transfer and sundry payments before capturing on the system • Manage and monitor transfer and sundry payments • Reconcile transfers and sundry payments • Manage and monitor the section's 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

**POST** : **ASSISTANT DIRECTOR: PMDS (2 POSTS) (Ref. EDU028/2017)**

**BASIC SALARY** : **R311 784 - R376,626 per annum**

**SALARY LEVEL** : **9**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Human Resource Management/Public Management or a related field • 3 Years' relevant experience at supervisory level in the area of PMDS • A valid driver's license  
**Competencies:** Knowledge of the Public Finance Management Act, Public Service Act and Treasury Regulations • Computer literacy (PowerPoint, MS Excel, MS Word) • Leadership skills • Good written and communication skills. Must be a creative and independent thinker • Must

		be able to work under pressure and meet tight deadlines • Must have a strong financial background
<b><u>DUTIES</u></b>	:	The co-ordination of PMDS procedures in the department • the monitoring and the implementation of the PMDS in the directorates, districts and the province • Review and advice on the implementation of PMDS in all departmental policies, projects and programmes • Ensuring that workshops on PMDS are held in the directorates and districts • Assist line management in ensuring compliance with the Public Service Act and Regulations • The development and preparing of annual training and reports on PMDS
<b><u>POST</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION &amp; PLANNING (Ref. EDU029/2017)</u></b>
<b><u>BASIC SALARY</u></b>	:	<b>R 311 784- R376 626 per annum</b>
<b><u>SALARY LEVEL</u></b>	:	<b>9</b>
<b><u>CENTRE</u></b>	:	<b>Libode</b>
<b><u>REQUIREMENTS</u></b>	:	B-degree (NQF level 7) / National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant area • 3 Years' relevant experience at supervisory level in the area of Human Resource Administration • Valid Driver's License • Computer Literacy (MS Word, Excel and Access) <b>Technical Competencies:</b> Extensive knowledge of the Public Service Human Resource Management Framework with specific reference to the Employment of Educators Act, 1998, the Personnel Administrative Measures, the Public Service Act, 1994, the Public Service Regulations, Collective Agreements, the Public Finance Management Act, 1999 and the Treasury Regulations.
<b><u>DUTIES</u></b>	:	Supervise the provisioning of recruitment, selection and appointment processes in the District• Supervise the provisioning of employee benefit administration practices in the District• Quality assure the work of subordinate staff ensuring compliance with relevant prescripts, policy norms and systems standards• Ensure compliance with PERSAL systems standards accuracy of data• Render effective and efficient human resource administration advisory service to the district management team and employees in the District
<b><u>POST</u></b>	:	<b><u>OFFICE MANAGER IN THE OFFICE OF THE CHIEF DIRECTOR, SUPPLY CHAIN MANAGEMENT, (REF EDU034/2017)</u></b>
<b><u>SALARY RANGE</u></b>	:	<b>R311 784 - 376626 per annum</b>
<b><u>SALARY LEVEL</u></b>	:	<b>09</b>
<b><u>CENTRE</u></b>	:	<b>Head Office – Zwelitsha</b>
<b><u>REQUIREMENTS</u></b>	:	B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Public Administration, Office Management or a discipline which is relevant to the functional area•3 to 5 years' relevant experience in rendering support services to senior management• Proficiency in the application of the MS Office Package (Word, Power Point and Excel)• A valid driver's license.

**DUTIES** : Consolidation of monthly compliance reports for the relevant Chief Directorate for submission to relevant stakeholders• Implementation and management of appropriate and adequate administration systems and processes within the office, and effective management of the office of the relevant Chief Director• Organizing and planning the meetings of the Chief Director and recording minutes• Assist in managing office budget and compiling monthly expenditure reports and Procurement Plans• Ensuring compliance to departmental prescripts/policies in the office of the Chief Director• Manage all staff under his or her supervision

**POST** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION (Ref. EDU035/2017)**

**BASIC SALARY** : **R262 272 – R308 943per annum**

**SALARY LEVEL** : **8**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant discipline• 4 years' experience in recruitment of which at least 2 years at the supervisory level • Proficiency in the MS Office Package (Word, PowerPoint and Excel)• A valid driver's licence  
**Competencies:** Excellent writing skills and grounded knowledge or PERSAL system.

**DUTIES** : Create a recruitment plan to satisfy the needs according to priorities • Liaise with internal stakeholders to ensure the availability of funds before advertising the post(s) • Oversee and coordinate posts to be advertised(Recruitment and Selection) • Control and oversee recruitment procedures • Render accurate advise and guidance to management, employees andstakeholders on human resource issues • Assist in the improvement or development, implementation and monitoring of departmental HR policies and practices • Provide a secretariat services during Shortlisting and interviews • Supervise subordinate and quality assure their work.

**POST** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION (REF. EDU036/2017)**

**BASIC SALARY** : **R262 272 – R308 943per annum**

**SALARY LEVEL** : **8**

**CENTRE** : **HEAD OFFICE – ZWELITSHA**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant discipline • 4 years' appropriate experience in conditions of service of which at least 2 years at a supervisory level • Proficiency in the MS Office Package (Word, PowerPoint and Excel)• A valid driver's licence  
**Competencies:** Excellent writing skills and grounded knowledge or PERSAL system.

**DUTIES** : Administering of Human Resource Conditions of Service Administration in the Sub-directorate • Dealing with pensions, retirements and early retirements • Keeping of records of retirements •Facilitate appointment and transfers • Ensuring Salary adjustments as well as acting allowance • Dealing and attending with telephone confirmation to inside and outside clients.

**POST** : **ICT TECHNICIAN: INFORMATION TECHNOLOGY (6 POSTS)**  
**(Ref. EDU037/2017)**

**BASIC SALARY** : **R262 272 – R308943per annum**

**SALARY LEVEL** : **8**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Information Technology • Minimum of three years' experience in the IT environment • Information Technology Infrastructure Library (ITIL) certification will be an added advantage •Valid driver's license  
**Competencies:** Good interpersonal relations • Sound written and verbal communication skills • Ability to work independently and under pressure and finish job assigned.

**DUTIES** : To provide first and second line support for all staff in the Department • Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands • IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service • To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications • To assist all users with any logged IT related incident when called upon • To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary • To accurately record, update and document requests using the IT service desk system • To install and configure new IT equipment • To resolve incidents and upgrade different types of software and hardware • To resolve incidents with printers, copiers and scanners • To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner • Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation • Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes • To work within the relevant legislation, policies and procedures (ITIL) • Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System

**POST** : **SENIOR ADMIN OFFICER - PMDS (REF. EDU038/2017)**

**SALARY RANGE** : **R262 272 – R308 943 per annum**

**SALARY LEVEL** : **8**

<b><u>CENTRE</u></b>	:	<b>Head Office – Zwelitsha</b>
<b><u>REQUIREMENTS</u></b>	:	B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant discipline • A minimum of 4 years office administration experience of which at least 2 years as Admin Officer • Proficiency in the MS Office Package (Word, PowerPoint and Excel)• A valid driver's licence • Excellent writing skills and grounded knowledge of PERSAL.
<b><u>DUTIES</u></b>	:	Rendering of administrative support services • Procurement administration for the activities of the sub-section • Document and knowledge management • Coordinate media and parliamentary queries • Provision of support to Sub-section regarding meetings, workshops, strategic planning session for the sub-section or exhibitions at conferences and seminars
<b><u>POST</u></b>	:	<b><u>SENIOR ADMIN OFFICER – SKILLS DEVELOPMENT (HRD)</u></b> <b><u>(REF. EDU039/2017)</u></b>
<b><u>SALARY RANGE</u></b>	:	<b>R262 272 – R308 943 PER ANNUM</b>
<b><u>SALARY LEVEL</u></b>	:	<b>8</b>
<b><u>CENTRE</u></b>	:	<b>Head Office – Zwelitsha</b>
<b><u>REQUIREMENTS</u></b>	:	B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant discipline • A minimum of 4 years office administration experience of which at least 2 years as Admin Officer • Proficiency in the MS Office Package (Word, PowerPoint and Excel)• A valid driver's licence • Excellent writing skills and grounded knowledge of PERSAL
<b><u>DUTIES</u></b>	:	Rendering of administrative support services • Procurement administration for the activities of the sub-section • Document and knowledge management • Coordinate media and parliamentary queries • Provision of support to Sub-section regarding meetings, workshops, strategic planning session for the sub-section or exhibitions at conferences and seminars
<b><u>POST</u></b>	:	<b><u>EMPLOYEE WELLNESS PRACTITIONER (3 POSTS), (Ref. EDU040/2017)</u></b>
<b><u>BASIC SALARY</u></b>	:	<b>R262 272 – R308 943 per annum</b>
<b><u>SALARY LEVEL</u></b>	:	<b>8</b>
<b><u>CENTRE</u></b>	:	<b>Head Office – Zwelitsha</b>
<b><u>REQUIREMENTS</u></b>	:	B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in the behavioural and/or health sciences• 5 years' relevant post qualification experience in the Employee Health and Wellness setting• Proficiency in the MS Office Package (Word, PowerPoint and Excel) • Valid Driver's License <b>Competencies:</b> Social skills (including interpersonal skills, communication skills, facilitation skills, counselling skills, collaboration, networking skills) • Management skills (including planning, organizing, delegating, negotiating, leading and controlling) • Intervention skills (including presentation and consultation skills) • Decision-making skills

(including analysis, systemic thinking, judgement, and decisiveness) • Business skills (including business insight, and business-mindedness) • Research skills (diagnosing, data analyses, and reporting) • Balance between flexibility and tenacity • Confidence and maturity • Energy, enthusiasm and dedication • Assertiveness • Customer service orientation.  
**Technical Competencies:** The functional pillars of employee wellness (including occupational health and safety, Employee Assistance and HIV and AIDS & TB Management) • Organisational, occupational and personnel psychology • Business management • Intervention theory and practice • Legislation regarding occupational safety, and employee health and wellness • Programme development, programme evaluation and adult learning • HR related policies and procedures in the Public Service • Strategic planning, strategic management and change management • Research methodology (including data analyses) • Ethics.

**DUTIES** : Implement the specific EHW activities relating to HIV, AIDS & TB Management / Health and Productivity Management / SHERQ Management/ Wellness Management to all employees and stakeholders • Operationalise the information management system and strategy and liaise with appropriate stakeholders in this regard • Provide specialist advice and create awareness regarding health, wellness and safety in the workplace • Coordinate employee health and wellness risk assessments and interventions • Support and guide line managers with employee health and wellness issues • Monitor and review effectiveness of operational actions and interventions • Ensure communication and reporting to the wellness managers • Liaise with external service providers and coordinate their activities • Conduct initial screening and refer to appropriate services • Facilitate the identification and mitigation of Health Risks in the workplace

**POST** : **INTERNAL AUDITOR: INTERNAL AUDIT SERVICES (4 POSTS) (Ref. EDU041/2017)**

**BASIC SALARY** : **R211 194 – R248 781per annum**

**SALARY LEVEL** : **7**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification with majors in Auditing/ Internal Auditing and Accounting • 2 years'experience in Internal Auditing • Knowledge of the Standards for the Professional Practice of Internal Auditors (SPPIA), Public Finance Management Act and Regulations• Computer Literacy in Ms Word, Excel, Outlook and the Internet • A valid driver's license  
Note:Sound knowledge of TeamMate and ACL will be an added advantage • Membership of the Institute of Internal Auditors (IIA) will be an added advantage.

**Competencies:**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 •

**DUTIES** : Prepare system descriptions and flow charts • Develop the elementary audit programme • Execute the audit programme • Complete and reference the working papers • Document audit findings • Liaise with team leader at all stages of the audit process • Inform the supervisory regularly on the progress of the audit • Observe protocols during interviews with

managers • Assist in the administration of the internal audit activity•  
Perform any other delegated tasks.

**POST** : **CHIEF ACCOUNTING CLERK: DEBT AND LIABILITY MANAGEMENT (REF. EDU042/2017)**

**SALARY RANGE** : **R211 194 – R248 781per annum**

**SALARY LEVEL** : **07**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENT** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Finance / Financial Accounting •2 years' experience in debt and liability management and/or finance environment.  
**Competencies:** Experience in BAS and PERSAL systems • Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations • Communication (verbal and written), computer literate, financial compliance and reporting, problem solving, willingness to work under pressure.

**DUTIES** : The incumbent will be responsible for the management of the Debt Account for the Department of Education • Conduct debtor management administration • Processing of Inter-Departmental Claims • Clearing suspense accounts and PERSAL exceptions • Investigating and clearing credit balances • Perform monthly account reconciliations • Handling and follow up on recovery of staff debts • Liaising with State Attorneys and Legal Services on recovery of debts • Preparation and compilation of monthly reports • Facilitating the requests to write off irrecoverable debts

**POST** : **STATE ACCOUNTANT: BANKING SERVICE (REF. EDU043/2017)**

**BASIC SALARY** : **R211 194 – R248 781per annum**

**SALARY LEVEL** : **7**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Accounting or Financial Management • 2 years' appropriate experience in the banking field.  
**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations, BAS, Persal System, financial compliance and reporting • Good communication skills (verbal and written) • Computer Literacy in Ms Word, Excel, Outlook • Good problem solving skills • willingness to work under pressure

**DUTIES** : Oversee the execution of daily, fortnightly and monthly bank reconciliation• Compile, verify and capture of journal transactions • Manage and reconcile main ledger account. Compile monthly financial reports• Provide administrative support in planning, organizing, controlling the cash management function• Monitoring and clearing of bank related suspense accounts

**POST** : **STATE ACCOUNTANT: BUDGET PLANNING AND FINANCIAL REPORTING (3POSTS), (REF. EDU044/2017)**

**SALARY RANGE** : **R211 194 – R248 781per annum (Level 7)**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Financial Management/ Public Finance/ Economics • 2 years' experience in Finance and / or related field • Proven experience related to main objectives / outputs

**DUTIES** : Collect and collate budget preparation information using EC forms • Assist Programmes with the setup and workings around the completion of the IYM template • Assist with the review of S40 cash flow projections and assess the credibility of submissions for equitable share and conditional grant allocations • Prepare the weekly expenditure report that will inform the monthly IYM • Analyse and check completeness and accuracy of IYM submission • Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Provide monthly IYM analysis findings • Compare year-end IYM with pre-audited and audited AFS • Loading of approved budget in BAS • Implementation of signed shifting, virements and rollovers by the relevant programme managers • Correction of misallocations through journals in the system

**POST** : **STATE ACCOUNTANT: BOOKKEEPING AND SUSPENSE (Ref. EDU045/2017)**

**BASIC SALARY** : **R211, 194 - 248,781 per annum**

**SALARY LEVEL** : **7**

**CENTRE** : **Head Office – Zwelitsha**

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification with Accounting as a major subject • 2 years' experience in the clearance of suspense accounts field • Knowledge and understanding of PFMA, Treasury Regulations, BAS and PERSAL system • Good communication skills (verbal and written) • Computer literate • Willingness to work under pressure • Proficiency in the application of Microsoft Excel and Word applications  
**Technical Competencies:** Expenditure analysis • Proficiency in Excel • Understanding of the Standard charts of accounts • Understanding of Generally Recognised Accounting Standards • Understanding the modified cash basis of accounting as well as accrual accounting,

**DUTIES** : Managing salary related suspense accounts • Compile, verify and capture journal transactions • Compile monthly and quarterly financial reports • Assist in following up on previous years audit improvement plans

**POST** : **ADMINISTRATIVE OFFICER: ENTITY BANKING DETAILS MANAGEMENT, (Ref. EDU046/2017)**

**SALARY RANGE** : **R 211 914 – R248 781per annum**

**SALARY LEVEL** : **7**

**CENTRE** : **Head Office – Zwelitsha**



- REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Finance or a related field • 2years'experience in the entity creation and maintenance environment.  
**Competencies:** Knowledge and understanding of the PFMA, Treasury Regulations, BAS and Persal System • Communication (verbal and written) computer literate, financial compliance and reporting, problem solving, willingness to work under pressure.
- DUTIES** : The incumbent will be responsible for the management of entity / supplier banking details database • Working with commercial banks banking details verification system • Authorisation of entity documentation and the on the system (BAS) • Compilation of monthly reports
- POST** : **STATE ACCOUNTANT: FINANCIAL ANALYSIS AND \ REPORTING (REF. EDU047/2017)**
- BASIC SALARY** : **R211, 194 - 248,781 per annum**
- SALARY LEVEL** : **7**
- CENTRE** : Head Office – Zwelitsha
- REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Accounting or Financial Management with Accounting as a major •2 years' experience in Accounting Services in preparations of financial statements and financial reporting as required by National prescripts • Proficiency in the application of Microsoft Excel and Word applications  
**Technical Competencies:** Expenditure analysis • Proficiency in Excel • Understanding of the Standard charts of accounts •Understanding of Generally Recognised Accounting Standards • Understanding the modified cash basis of accounting as well as accrual accounting
- DUTIES** : Assist in the Preparation of quarterly and Annual Financial Statements • Prepare and submit monthly reports to Provincial Treasury (circular 1 and 3) • Prepare monthly and quarterly reports for the section • Attend to Auditor General and Internal audit queries and recommendations • Assist in following up on previous years audit improvement plans
- POST** : **WORKS INSPECTOR REF. EDU048/2017) MALUTI; (REF. EDU049/2017) LADY FRERE; (REF. EDU050/2017) STERKSPRUIT**
- BASIC SALARY** : **R171 069 – R201 507 per annum**
- SALARY LEVEL** : **6**
- REQUIREMENTS** : A National Diploma or equivalent NQF level 6 qualification in Building / Mechanical / Electrical practices OR N3 with a passed Trade Test • Valid driver's licence • Computer Literacy (MS Word and Excel)  
**Key Result Areas:** Execute inspections on infrastructure projects and implement condition assessments • Prepare specifications for work • Develop bill of quantities for maintenance projects • Develop proposals on associated costs

**NOTE**

**:** Applications must be submitted on a Z83 form, obtainable from any Public Service department or on the Internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competency assessments. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply. Closing date: 27 January 2017 Applications received after closing date will not be considered. No faxed applications will be accepted. 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: Mr. M Lokwe/Mrs NT Sipahlanga (040-6084551/4513).

**CLOSING DATE : 27 JANUARY 2017**