

DEPARTMENT OF EDUCATION

HR ADVERT 02/2020-21

ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (Re-advertisement)

Salary Notch: R376,596 per annum (Level 9)

Centre: Physical Resource Planning (Dora Funded) - Zwelitsha

Ref: DOE/AD-PA 25/07/2020

Requirements: Relevant National Diploma in Real Estate or Property Management. Valid driver's license. Computer literacy. Minimum of Three Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.

KPA's: Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalized. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilization of utilities by Facilities.

ASSISTANT DIRECTOR – CLEAN AUDIT (1-YEAR CONTRACT)

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

Centre: Provincial Office – Zwelitsha (04 posts)

Ref. DOE/AD-CL 26/07/2020

REQUIREMENTS: An appropriate 3-year Degree or National Diploma 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.

Enquiries: Ms X Kese (071 460 2704)

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-CL 27/07/2020

REQUIREMENTS: Bachelor's Degree or National Diploma 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.

Enquiries: Ms X Kese (071 460 2704)

WORKS INSPECTOR (3 posts) (Re-advertisement)
Salary Notch: R 208,584 per annum (Salary Level 6)
Unit: Physical Resource Planning (Dora Funded)
Centers: Chris Hani East District (Engcobo) x1 Ref: DOE/WI-IF 28/07/2020
Joe Gqabi District (Sterkspruit) x1 Ref: DOE/WI-IF 29/07/2020
Chris Hani West District (Queenstown)x 1 Ref: DOE/WI-IF 30/07/2020

REQUIREMENTS: National Diploma in Building. Valid Driver's license. Computer literacy. One years' experience post qualification. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998.

KPA's: Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance

expenditure against performance. Participate in annual evaluations on completed maintenance projects. Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans. Assist to orientate users in terms of the optimal usage of Facilities. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. Assist to train Schools on the preparation of disaster management plans. Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist Schools to develop maintenance plans and budgets. Validate quality of school maintenance plans. Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.

***NB Please note that applications should be submitted to Districts.**

ADMINISTRATIVE OFFICER/MONITORS- NSNP CONDITIONAL GRANT (54 posts)

(07-month contract)

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

CENTRE: Districts

Ref: DOE-AO 31/07/2020

Requirements: An appropriate B Degree or National Diploma or equivalent qualification. Three years' relevant experience in programme management/ administrative environment. Competency in the application of MS Office/Excel application. Knowledge of financial administration practices as it relates to a support programme. A valid driver's license. **Competencies:** Good communication skills. Computer literacy. Report writing. Ability to analyze narrative and expenditure reports. An understanding of the PFMA and DORA in the context of administering a Conditional Grant. An understanding of the decentralized National Schools Nutrition Programme (NSNP) delivery model. An understanding of the programme monitoring and report processes.

KPA's: Conduct in loco visits to schools to monitor, evaluate and report on compliance with the National Schools Nutrition Programme (NSNP) norms and standards. Provide technical support to school management teams to resolve identified noncompliance issues. Facilitate the development and implementation of development programmes for Food Handlers. Analyze monthly reports from National Schools Nutrition Programme and assist the district National Schools Nutrition Programme coordinator to report on the performance of the District Programme. Provide technical support to and facilitate processes to enable members of School Management Teams to administer the NSNP at a school level. Report instances of maladministration. Planning; Project Monitoring and performance measurements; and review of project deliverables.

***NB Please note that applications should be submitted to Head Office and applicants should indicate district**

No	District	No of Monitors
1.	Alfred Nzo East	02
2.	Alfred Nzo West	05
3.	Amathole East	08
4.	Amathole West	04
5.	Buffalo City	04

6.	Chris Hani East	05
7.	Chris Hani West	04
8.	Joe Gqabi	04
9.	Nelson Mandela Bay	02
10.	OR Tambo Coastal	07
11.	OR Tambo Inland	06
12.	Sara Baartman	03
Total		54

Contract workers previously employed within Education can apply

PERSONNEL PRACTITIONER: CAPPED LEAVE (6 POSTS)
COMPONENT: CAPPED LEAVE AUDIT PROJECT (1-YEAR CONTRACT)
Salary Notch: R 257508 per annum + 37% (In lieu of benefits)
Centre: East London
Ref. DOE PP-CL 32/07/2020

REQUIREMENTS: B-degree/National Diploma as recognized by SAQA in Human Resource Management or Public Administration with 3 years' relevant experience in the HRA environment or Matric with 8 years' experience in the relevant field. PERSAL User proficiency. Proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) • 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: Verify/Check the work done by HR Clerks responsible for the auditing of capped leave. Ensure capturing of correct and accurate capped leave credits on PERSAL. Problem solve leave matters.

Enquiries: Ms R Pendrigh (060 523 8615)

PERSONNEL OFFICER: CAPPED LEAVE (19 POSTS)
COMPONENT: CAPPED LEAVE AUDIT PROJECT (1-YEAR CONTRACT)
Salary Notch: R 173703 per annum + 37%(In lieu of benefits)
Centre: East London
Ref. ECDOE PO-CL 33/07/2020

REQUIREMENTS: Grade 12 or equivalent with 3 – 5 years' experience Human resource administration work required. Must be computer literate and able to use S. Excel. Experience in working on PERSAL. Knowledge and understanding of leave management. A valid driver's license. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail. Working knowledge of OPTIMIS

KPA's: Calculating and auditing of capped leave credits; Identification of problem cases and escalation to relevant officials; Maintaining an electronic and physical registry; Retrieval and evaluation of electronic personnel records. Checking of Audits completed

Enquiries: Ms R Pendrigh (060 523 8615)

ADMINISTRATIVE CLERK: CLEAN AUDIT (1-YEAR CONTRACT)

Salary Notch: R 173,703 per annum (Level 05)

Centre Provincial Office – Zwelitsha (46 posts)

Ref No: DOE/AC-CL 34/07/2020

REQUIREMENTS: Grade 12 certificate and no experience needed. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics 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); and attention to detail; Presentation and facilitation skills. solving skills coupled with the ability to work under pressure. Personal qualities – Behavioral Skills: Diligence. Honesty, integrity and confidentiality. Independence. Ethics sensitivity. Objectivity, Good verbal and written communication skills

KPA's: Render general clerical support services in the audit process: Record, organize, capture and retrieve correspondence and data (line function of audit process and preparation of financial statements). Update registers and statistics on RFIs and CoAFs; Handle routine enquiries of your relevant components in the audit process and financial statements. Make photocopies and receive or send facsimiles or scan documents. Keep and maintain the filing system for the component: Type basic letters and/or other correspondence when required. Keep and maintain the RFIs and CoAFs register of the component in the audit process and the preparation of financial statements. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component

Enquiries: Ms X Kese (071 460 2704)

CLOSING DATE: 28 July 2020

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdoe.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF EDUCATION

Applications can be forwarded through one of the following offices as indicated in advert:

Head Office, Director HRA, Private Bag X0032, Bhisho 5605

Chris Hani East, District Director, Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050;

Chris Hani West: District Director, Tel: 045-8083000 Address: P/B X7053 Queenstown 5320;

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> Z83 which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [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 Qualification 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 after 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). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates in permanent posts 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). **NB: It is the Departments objective to achieve equitable representation across race and gender as per Employment Equity Plan.**

SIGNED ON 21 July 2020



CHIEF DIRECTOR: HRM&D
MR N TSHIBO