



**OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, , Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: **Mr V Tokwe** Tel: **040 608 4526**. Email: **vukile.tokwe@ecdoe.gov.za**  
Website: **www.ecdoe.gov.za**

**ERRATUM NOTICE**

The department would like to withdraw and correct the following posts listed below:

The following post is withdrawn:

**DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT**

**DIRECTORATE: Supply Chain Management**

**SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**REF NO: DoE-DDDSCM10/04/2024**

**CENTRE: Chris Hani West**

The post is correctly advertised as follows:

**DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT**

**DIRECTORATE: Supply Chain Management**

**SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**REF NO: DoE-DDDSCM10/04/2024**

**CENTRE: Chris Hani East**

The following post is withdrawn:

**DISTRICT STATE ACCOUNTANT**

**UNIT: EXPENDITURE MANAGEMENT**

**SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)**

**ERRATUM NOTICE**

REF NO: DoE-DSS44/04/2024

CENTRE: OR Tambo Inland

**REQUIREMENTS:** An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

**DUTIES:** Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget Scola items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

Enquiries: Ms. Makrwede (0471341178)

For e-Recruitment enquiries email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

The post is correctly advertised as follows:

**DISTRICT STATE ACCOUNTANT**

**UNIT: FINANCIAL ACCOUNTING AND REPORTING**

**SALARY RANGE:** R 308 154 – R 362 994 per annum (Level 07)

REF NO: DoE-DSS44/04/2024

CENTRE: OR Tambo Inland

**ERRATUM NOTICE**

**REQUIREMENTS:** An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

**DUTIES:** Provide clearance of suspense account administration services, provide revenue administration planning, collection, reconciliation and safeguarding services, administer banking and relevant reconciliation processes, maintain in line with system standards the departmental financial management information and cost centre management systems, provide financial systems control systems, provide departmental debt management services, preparing reports.

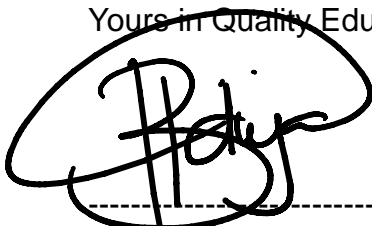
Enquiries: Ms. Makrweide (0471341178)

For e-Recruitment enquiries email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za)

**CLOSING DATE: 13 MAY 2024**

The inconvenience that has been caused is highly regrettable.

Yours in Quality Education,



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**MS. E SIDIYA**  
**(A) CHIEF DIRECTOR: HRM&D**

30 APRIL 2024-----  
**DATE**