



DEPARTMENT OF EDUCATION

INTERNAL ADVERT 03/2019

Date of issue: 16 July 2019

Closing Date; 22 July 2019

ADMINISTRATIVE OFFICER/MONITORS- NSNP CONDITIONAL GRANT (06 posts)

(08-month contract)

Salary Notch: R242,475 per annum (Salary Level 7)

CENTRE: Head Office

Ref: DOE 01/07/18

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 licence. **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.

INSTRUCTIONS TO CANDIDATES

Applications can be forwarded through one of the following options:

All application within Head Office should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605. Hand Delivery: The Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration. Enquiries: Mr T Dimbaza (040 608 6200).

Note: Only employees within Department of Education are eligible to apply. 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 authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications including matric certificate , ID-document and Driver's license (where applicable shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission.** 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). Where applicable, candidates will be subjected to a skills/knowledge test. Newly appointed 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). **NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply. APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.**

CHIEF DIRECTOR: HRM&D

MR N TSHIBO