basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

THESE POSTS ARE BASED IN PRETORIA

The Department of Basic Education wishes to advertise the following vacant posts.

BRANCH: **FINANCE AND ADMINISTRATION**

POST: **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: FINANCE AND ADMINISTRATION**

POST NO: **23/38**

SALARY: **R185 958 per annum**

REQUIREMENTS: Applications are invited from confident, professional individuals with a 3 year National Diploma or equivalent qualifications and at least two years secretarial experience. Experience in the use of computer applications such as MS Word, Excel, Outlook and PowerPoint and a proven record of good and effective administrative, organisational and communication skills at all levels. Ability to work under pressure, both independently and as part of a team will be a strong recommendation. Good computer and writing skills are essential.

DUTIES: Provide high quality secretarial and personal assistant support to the Deputy Director-General. Provide general office support, including creating and managing a register of incoming and outgoing documents. Create and manage an effective and efficient filing and tracking system. Convene and provide support at meetings and workshops. Draft letters and memoranda as required by the Deputy Director-General. Be pro-active. Attend to queries and customer complaints promptly and professionally. Provide a high standard of customer service and interaction. Manage the office diary efficiently and keep it up to date at all times. Be well-informed and up to date regarding prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the Office of the Deputy Director-General. Maintain accurate records of expenditure.

DIRECTORATE: **LEGAL SERVICES**

POST: **SENIOR ADMINISTRATIVE OFFICER**

POST NO: **23/39**

SALARY: **R185 958**

REQUIREMENTS: Applicants must be in possession of an appropriate 3-year Bachelor's degree or a recognised diploma in Office Administration or in a relevant field and must have at least 2 year's work experience. The ideal candidate should have the following skills, knowledge and attributes: Computer literacy (MS Word, Excel and PowerPoint), good writing skills, good interpersonal communication and organising skills. Knowledge of the public administration procedures and legislation related to the Public Finance Management Act (PFMA) and Supply Chain Management. Ability to work under pressure and meet prescribed deadlines. Ability to multitask and work independently.

DUTIES: The successful candidate will: Write submissions, reports and memos. Assist the Director: Legal Services with day-to-day duties of the Directorate. Liaise with all stakeholders and keep records of such interactions. Organise meetings and provide logistical support to members attending these meetings. Prepare budget inputs and monitor expenditure. Procure goods and services. Maintain an efficient filing system in line with the departmental system. Handle and respond to general enquiries. Manage and maintain all administration functions relating to the duties of the Directorate.

BRANCH: **CURRICULUM POLICY, SUPPORT AND MONITORING**

CHIEF DIRECTORATE: **CURRICULUM IMPLEMENTATION AND MONITORING**

POST: **SENIOR ADMINISTRATIVE OFFICER**

POST NO: **23/40**

SALARY: **R185 958**

The Chief Directorate is part of the Curriculum Policy Support and Monitoring Programme in the Department of Basic Education.

The Chief Directorate is responsible for the facilitation of policy development with regard to the NCS and the implementation of CAPS. The incumbent will give administrative support by: Providing logistic and administrative support to the Chief Director. Ensuring the office of the Chief Director operates on an effective and professional level. Managing workflow and deadlines of the Chief Directorate. Providing secretariat functions in Chief Directorate meetings. Managing the procurement and financial administration of the office of the Chief Director.

REQUIREMENTS: Applicants must be in possession of an appropriate recognized 3-year qualification or an equivalent qualification. A minimum of 3-5 years'

experience in office administration**.** A working knowledge of key education and other policies and legislation pertaining to the curriculum. Analytical and report writing skills**.** Proven experience in project administration**.** Good communication skills**.** Ability to work with people at all levels. Computer literate in the use of: MS Word, MS Excel and PowerPoint, touch typing will be an advantage.

DUTIES: Provision of administrative support to the Chief Director in office as well as for internal and external meetings and travelling. This entails office management, meeting and workshop arrangements, travel arrangements and document management. The incumbent will be responsible for the management of the telephone and filing systems of the Chief Director, reporting on and managing the budget and expenditure of the Chief Directorate, minute taking and report writing.

"Please note that the Department of Basic Education is currently reviewing its organisational structure and some functions of advertised posts may change after completion of the review."

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

Applications must be submitted on form Z83 obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. Please forward your application, quoting the reference number to: the Director-General**,** Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje Building, 222 Struben Street, Pretoria.

Enquiries: Ms J Masipa (012) 357-3295

Correspondence is limited to short-listed applicants.

Closing Date: 29 June 2012

Late, e-mailed or faxed applications will not be considered.