

Staffing Services



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

MEMO

THESE POSTS ARE BASED IN PRETORIA

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

All post are Based in Pretoria

BRANCH: FINANCE AND ADMINISTRATION

DIRECTORATE: FINANCIAL SERVICE

POST: DEPUTY DIRECTOR: FINANCIAL TRANSACTION

SALARY: ALL-INCLUSIVE REMUNERATION PACKAGE OF R532 278 PER ANNUM

REQUIREMENTS: Applicants must be in a possession of an appropriate 3-years B Degree or diploma with accounting as subject; *Preference will be given to candidates with a minimum of 4 years appropriate experience in financial transaction section, who have in-depth knowledge of infrastructure expenditure and bookkeeping functions and the Basic Accounting System (BAS); the official will be required to travel to Implementing Agencies in all provinces.

Other requirements will be:*in depth knowledge of the requirements of the PFMA, Treasury Regulations; *good interpersonal, * and managerial skills; *ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word).

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality; Duties include:* Recordkeeping of donor funds, obtaining approval from the Director-General and reporting thereof; *Ensure payment of invoices within 30 days; *Ensure proper data capturing of financial Transaction; * Prepare financial statements relevant to financial transaction;

*Ensure that financial transactions are brought to book; *Management of petty cash; *Management of suspense account; *Manage the bank reconciliation and monthly drawings of the Department; *Manage the debts accounts of the Departments; *Collection and safekeeping of departmental revenue; *Ensure safekeeping of financial documentation according to prescripts. Ensure that all reconciliations are done monthly including reconciliations of Infrastructure implementing agencies, *Attending ASIDI meetings with Implementing Agencies and collecting information where necessary, *Visits Infrastructure Implementing Agencies in provinces to ensure they comply with relevant prescripts, *Develop and update policies within the section. **NB:** Candidates will be required to write a competency assessment The incumbent's responsibilities will include: • Developing a policy for Home Education; • Developing guidelines for implementing the policy and the systems to support and monitor Home Education; • Advising on organizational development and organogram structures at provincial level; • Developing a data management system for Home Education; • Developing strategies for effective curriculum implementation, monitoring and supporting Home Education; • Coordinating the establishment of an e-learning platform; • Managing advocacy and capacity building programmes around the implementation of Home Education consistent with Education White Paper 6, the National Curriculum Statement and all other relevant policies; • Coordinating programmes for strengthening teaching and learning in Home Education; • Developing guidelines for District-based support teams related to the support of Home Education.

NOTE: Short-listed candidates will be expected to perform an assessment task as part of the interview process.

BRANCH: **PLANNING, INFORMATION AND ASSESSMENT**

DIRECTORATE: **PHYSICAL PLANNING AND RURAL EDUCATION**
POST: **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING AND MONITORING**

SALARY: **ALL-INCLUSIVE REMUNERATION PACKAGE OF R630 822 PER ANNUM**

The Directorate: Physical Resource Planning and Rural Schooling is responsible for inter alia, managing, monitoring and reporting on education infrastructure, managing conditional grants and national programmes, overseeing the development, implementation, coordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the

Education system. The Directorate is seeking a proactive, efficient, effective, self confident team player with highly developed interpretive and conceptualization/formulation abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills. He / She must be computer literate in basic programmes like MS Word, Excel, Access, and PowerPoint.

REQUIREMENTS:

An appropriate Bachelor's degree/Diploma or a relevant qualification in the built environment will be a basic requirement. Registration with a professional body or eligibility for registration will be essential. Knowledge of built environment prescripts and legislation, e.g Building regulations, CIDB prescripts, construction procurement, practice notes, contract management etc and experience in the planning and execution of capital infrastructure projects will also be a requirement. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organize and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver's license will be a prerequisite for this post.

DUTIES:

The incumbent will be required to assume preferably all, but in all probability the majority of the following duties:

Advise on infrastructure matters relating to planning, design, construction, commissioning, operation and maintenance of education infrastructure. Analyse and evaluate infrastructure planning documents like User Asset management Plans, Infrastructure Programme Implementation Plans etc. Analyse and evaluate physical resources planning frameworks, prioritisation model(s), Business Cases and Project Briefs. Manage the implementation of a facilities maintenance and management policy. Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines, Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the

Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure. Manage the planning and implementation of education infrastructure projects.

NOTE: Short-listed candidates will be expected to perform an assessment task as part of the interview process.

BRANCH: **SOCIAL MOBILISATION AND SUPPORT SERVICES**

DIRECTORATE: **NATIONAL SCHOOL NUTRITION PROGRAMME**
POST: **DEPUTY DIRECTOR: SCHOOL FEEDING**

SALARY: **ALL-INCLUSIVE REMUNERATION PACKAGE OF R630 822 PER ANNUM**

REQUIREMENTS: The applicant should have an appropriate 4-year university degree, coupled with 3 years' managerial experience in nutrition related field. Knowledge of relevant education policies and current trends in the field of education, experience in the implementation of Curriculum Assessment Policy Statement (CAPS) are essential, as is knowledge of policy formulation. Further requirements include: knowledge of project and financial management; knowledge of research methods and tools.

SKILLS REQUIRED: Coordination, facilitation, analytical and creative skills; Strong report writing and communication (verbal and written); Critical /broad thinker; self-disciplined and ability to work under pressure with minimum supervision. Leadership, management and conflict resolution skills. Strong organizing, planning and problem solving skills; Inter-personal skills; proven ability to engage in proactive and informative discussions at all levels. High degree of sound judgment in dealing with Government officials, counterparts and other role-players. Computer literacy (MS Word, Excel, Access and PowerPoint) and a valid driver's license.

DUTIES: The appointee will be required to: Manage and coordinate the implementation of the National School Nutrition Programme in provinces; Manage all business processes relating to compliance with Conditional Grants including timely and quality reports;

Conceptualise proposals and IEC material and mediate with strategies to promote the healthy living in school communities; Oversee the process of establishing and coordinating partners to promote healthy lifestyle and nutrition knowledge in schools; coordinate inter-district consultative processes with Subject Advisors to integrate nutrition knowledge in the Curriculum; Develop Obesity Strategy and Implementation Plan to strengthen a school community-wide nutrition awareness on obesity; Coordinate De-worming programme in collaboration with partners; Compile, analyse quarterly performance reports; Facilitate nutrition related research to inform nutrition strategies; Collaborate with other role players on nutrition issues; Perform other tasks as delegated by the Director.

NOTE:

Short-listed candidates should be willing to undertake competency assessment test.

DIRECTORATE:

NATIONAL SCHOOL NUTRITION PROGRAMME

POST:

ASSISTANT DIRECTOR: SCHOOL FEEDING

SALARY:

R337 998 PER ANNUM

REQUIREMENTS:

An appropriate, recognised 4-year or equivalent higher education qualification (must submit academic record or statement of results with application), which must include appropriate training as a teacher and 4 years' actual or appropriate teaching experience. Knowledge of relevant education policies and current trends in the field of education, experience in the implementation of Curriculum Assessment Policy (CAPS) Statement are essential, as is knowledge of policy formulation and CAPS LTSM development. Expertise in Nutrition Education and/or Consumer Studies. Must have strong leadership and communication qualities, be able to work unsupervised and a team player. A valid driver's licence is a prerequisite.

SKILLS REQUIRED:

The incumbent should have the following skills and attributes: project management; conceptual, analytical and innovative skills; financial management; coordination and facilitation skills; report writing, communication and interpersonal skills; leadership, conflict resolution, negotiation skills and problem-solving; MS Word and Excel and an ability to work with a spectrum of stakeholders.

- DUTIES:** Facilitate business processes with provinces in line with NSNP Conditional Grant. Develop and implement strategies to strengthen nutrition education and promote healthy lifestyles for school communities including De-worming Programme. Develop new ideas for IEC and learner and teacher support materials for nutrition knowledge, facilitate capacity building workshops for district officials and school communities, and facilitate research studies on the school nutrition and de-worming programme. Collaborate with other role-players on nutrition issues. Write submissions, timely reports of high quality. Perform other delegated tasks.
- NOTE:** Short-listed candidates should be willing to undertake competency assessment test.

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 QUALIFICATIONS.

NB AS OF 1ST JULY 2006, ALL NEW APPOINTMENTS IN THE PUBLIC SERVICE HAVE TO BE PART OF THE GOVERNMENT EMPLOYEE MEDICAL SCHEME (GEMS) IN ORDER TO QUALIFY FOR A GOVERNMENT MEDICAL SUBSIDY.

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 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.**

CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORT-LISTED APPLICANTS

CLOSING DATE: 10 APRIL 2015

APPLICATIONS RECEIVED AFTER THE CLOSING DATE, E-MAILED OR FAXED APPLICATIONS WILL NOT BE CONSIDERED

ENQUIRIES: Ms N Sathge (012) 357-3290