

## **DEPARTMENT OF BASIC EDUCATION**

***The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.***

### **APPLICATIONS :**

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)

For Attention: Ms N Sathege/Ms M Mahape

**NOTE:** 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. NB as of 1<sup>st</sup> 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. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

### **OTHER POSTS**

#### **POST: Senior Registry Clerk Gr II: (Ref no: DBE/43/2017)**

Branch: Finance and Administration

Directorate: Staffing Services and HR Support to Provinces

SALARY: R152 862 per annum (Level 5)

CENTRE: Pretoria

**REQUIREMENTS:** Applicants must be in possession of a Senior Certificate or equivalent qualification and relevant experience in salaries/finance and registry. Well-developed computer skills (MS Word, Excel, etc). Knowledge and interpretation of Finance prescripts and legislation. Good verbal, written communication and liaison skills. Basic numeracy skills. General office administrative and clerical skills.

**DUTIES:** Opening and closing of salary files for all officials in the Department as well as examiners, moderators and project employees; Record keeping of all files; Maintain all files; Closing of out of service files; Distribution of Item Analysis and Reconciliation statements; Performance audit queries.

**CLOSING DATE: 4 AUGUST 2017**

**ENQUIRIES:** Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

#### **POST: Personal Assistant to the Director-General: (Ref no: DBE/44/2017)**

BRANCH: Office of the Director-General

SALARY: R 417 552 per annum

CENTRE: Pretoria

**REQUIREMENTS:** A Secretarial Diploma qualification or equivalent qualification with three (3) years' work experience; A valid South African ID and driver's license; knowledge of legislative frameworks, policies and procedures pertaining to Corporate Services; including but not limited to the Public Service Act, 1994 (Act 103 of 1994) and its Regulations, the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA) etc; Advanced technical knowledge in executive office management and administration; willingness and ability to work under pressure and meet tight deadlines.

**COMPETENCIES:** Knowledge of Department's key stakeholders/entities, functioning and system of Government, excellent communication skills (both written and verbal), organising and facilitation skills. Exercise utmost confidentiality in handling all documents, especially classified information. Possess a pleasant and positive demeanor at all times.

**KEY PERFORMANCE AREA:** The main purpose of the position is to provide a comprehensive, confidential and professional support to the Director-General (DG) in order to enable the DG to be effective in operating the Department.

**DUTIES:** He/she will assist the DG to monitor the implementation of executive decisions; act as the principal contact for the Department in interacting with the offices of the Deputy Directors-General, Ministry and the public as a whole; provide leadership in the management of the DG's strategic diary; Assist the DG to prepare for multilateral meetings; co-ordinate and manage cabinet and parliamentary matters; Manage the DG's office including correspondence management, office budget and expenditure control; Effectively and efficiently render executive administrative support to the Director-General; facilitate quality control of documents, submissions, reports and briefing notes documents submitted to the Director-General; Effectively and efficiently manage resources in order to achieve the objectives of the Office of the DG; Screen telephone calls, enquiries and requests and handle them in an appropriate manner; Arrange travel and accommodation both local and international; Willingness to travel when there is a need; Compile and distribute confidential documents, cabinet memorandums and general correspondences to relevant stakeholders; Manage the staff that provides support to the DG.

**CLOSING DATE: 4 AUGUST 2017**

**ENQUIRIES:** Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

**POST: Senior Administrative Officer (Ref no: DBE/45/2017)**

BRANCH: Planning and Delivery Oversight Unit

CHIEF DIRECTORATE: Implementation Monitoring and Support

SALARY: R281 418 per annum

CENTRE: Pretoria

**REQUIREMENTS:** Applicants must be in a possession of at least a Senior Certificate or equivalent qualification coupled with a minimum of 2 years relevant work experience in administrative activities. A three-year post-Matric qualification will be an added advantage. The successful candidate must be fully computer literate in all MS Office programs, adaptable, disciplined, self-confident, and able to work independently and under pressure, and work within

a diverse team. Possess a valid driver's licence. Good writing, communication and interpersonal relationship skills are essential along with experience in the compilation of reports. Extensive knowledge and experience in dealing with queries from the receipt and logging thereof, routing to relevant sections, tracking and follow ups, resolution and report writing on the outcome is essential. He/she must be able to work on confidential documentation in a high security environment. He/she should have excellent organisational skills, good in record keeping and the management of queries. The incumbent must be willing to travel.

**DUTIES:** A successful candidate will be required to provide administrative support to the office of the Chief Director when necessary. Keep an up-to-date database of relevant information received from provinces. Maintain an effective filing system in the Chief Directorate. Provide detailed analysis of ANA and NSC results from time to time as required by the Chief Directorate. Prepare submissions, memos and reports. Assist with the preparation of internal and external meetings including catering, venue bookings and preparation of workshop materials. Analyse cash flow statements. Communicate with provincial officials when necessary. Attend to queries received from the Provinces, Districts, Schools and individuals. Co-ordinate and manage the filing of invoices, quotations and cash flow statements.

NOTE: The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.

**CLOSING DATE: 4 AUGUST 2017**

**ENQUIRIES:** Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

POST: Senior Secretary Grade III (Ref no: DBE/46/2017)

Department of Basic Education

SALARY: R 183 558 per annum

CENTRE: Pretoria

**REQUIREMENTS** Applicants must be in possession of a Senior Certificate or Equivalent qualification. Understanding of the

operations of the Public Service Sector. Good interpersonal and communication skills. Strong Computer skills and a good working knowledge of Microsoft programmes such as Word, Excel and Outlook. Excellent organisational skills, the ability to work with diaries, experience in managing a filing system and secretarial experience.

**DUTIES:** Making and receiving telephone calls. Managing the diary of the Director. Setting up meetings and booking venues. Receive visitors and arrange catering. Submitting claims for travel expenditure and arranging travel for the Director. Managing the filing of the Director's office. Ensuring the smooth processing of correspondence. Tracking and processing of documents. Prepare support systems for meetings, presentations, reports and projects. General secretarial duties, including photocopying and faxing and receiving visitors. Performing any other duties delegated by the Director.

NOTE: Shortlisted candidates may be expected to undergo a competency test.

**CLOSING DATE: 4 AUGUST 2017**

**ENQUIRIES:** Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

**POST: Senior Administrative Officer (Ref no: DBE/47/2017)**

BRANCH: Planning, Information and Assessments

CHIEF DIRECTORATE: International Relations and Grant Implementation, Monitoring and Reporting

DIRECTORATE: International Relations and Multilateral Affairs

SALARY: R281 418 per annum

CENTRE: Pretoria

**REQUIREMENTS:** The applicant must be in possession of a Senior Certificate. Thorough knowledge of financial management systems and two (2) years proven experience in administration is required. Computer literacy and ability to deal with confidential documents. Knowledge of Treasury Regulations and the Public Management Act, 1999(Act 1 of 1999) (PFMA) as well as experience in the management of monthly cash flow statements are essential. Good Interpersonal and communication (verbal and written) skills.

**DUTIES:** Manage the MTEF budget process and monthly cash flow statements. Provide administrative, logistical and financial support to the Directorate International Relations and Multilateral Affairs. Provide general office support, including filing, tracking and processing of documents and correspondence. Compile and update periodic financial reports. Assume secretarial functions when required. Deal with queries relating to different aspects of work in the Directorate. Compile and manage database of key partners. Support the provision of protocol services. The successful candidate must be fully computer literate in all Micro Soft Office programs. Perform any other duties delegated by the Director.

NOTE: The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.

**CLOSING DATE: 04 AUGUST 2017**

**ENQUIRIES:** Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291