

## DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served..

### 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

**CLOSING DATE: 20 September 2019**

**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:** Deputy Director (Salary Management): (Ref no: DBE/46/2019)

Branch: Finance and Administration

**CHIEF DIRECTORATE:** Financial Services Security Asset Management and Logistical Services

**DIRECTORATE:** Financial Services

**SALARY:** All-Inclusive remuneration package of R 869 007 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate recognised degree or national diploma or equivalent qualification in Financial Accounting/Financial Management/Management Accounting. At least 4 years supervisory experience in the area of payroll/salaries and Public Service financial experience with specific focus on salaries, payroll (PERSAL), taxation, revenue, debtors and service terminations. Candidates must have knowledge and understanding of the public sector financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll; Ability to develop and apply policies; Computer literacy, planning, organising, communication (verbal and written), numeracy and accuracy skills; people management and leadership skills; A good understanding of BAS, Persal and other computer systems.

**DUTIES:** Management of salaries/payroll: manage payroll related procedures in the Department, manage debt collection process, evaluate organisational needs, develop long-term institutional goals, establish budgets and direct resources to ensure budget guidelines are met; Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled; Clear PERSAL exceptions; Prepare and submit monthly and bi-annual tax reconciliation; Supervision of payroll reports; Respond to audit finding; Develop and implement financial management policies; Manage deductions and claims process; Manage service termination procedures; Perform Persal controller **functions in the Department**

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

**NOTE:** All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**CLOSING DATE: 20 September 2019**

**POST:** Deputy Director (One Year Renewable Contract) (Expenditure, Revenue and Debt Management):  
(Ref no: **DBE/47/2019**)

**Branch:** Finance and Administration

**CHIEF DIRECTORATE:** Financial Services Security Asset Management and Logistical Services

**DIRECTORATE:** Financial Services

**SALARY** : All-Inclusive remuneration package of R 869 007 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate three-year Bachelor's degree or national diploma or an equivalent qualification. At least four (4) years' supervisory experience in Debt or Expenditure. Preference will be given to candidates with an extensive experience in debt or expenditure management, with in-depth knowledge of the Debt/Loss Control Officer's responsibilities, in depth understanding of Public Service Anti-corruption Strategy and fraud prevention measures, in-depth knowledge of the requirements of the PFMA and Treasury Regulations, good interpersonal and managerial skills, ability to write reports and submissions, excellent problem solving and analytical skills, people and diversity management, client orientation and customer focus, excellent verbal and written communication skills, ability to work well under pressure with strict deadlines and good computer skills in MS excel and word.

**DUTIES:** Manage accounts receivable and revenue collection; Handle documents and information with strict confidentiality; Ensure payment of invoices are made within 30 days; Ensure proper data capturing of financial transactions; Prepare financial statements relevant to the section; Ensure that financial transactions are brought to book; Manage the cashier office activities and banking; Manage the TRC payments, Collect and keep safe Departmental revenue; Ensure the safekeeping of financial documentation according to prescripts; Manage the debt accounts of the Department; Clear interdepartmental accounts; Write of debts; Ensure that gifts receipts or granting of gifts, donation and sponsorships by the Department are in line with prescripts; Ensure that reconciliations are done monthly; Ensure that telephone accounts are paid, establish and maintain strong relationships with key stakeholders internally and externally; Build financial capacity; Transfer knowledge/skills and empower financial staff on policies, procedure guides and training i.e. formal and informal; Respond and resolve audit queries related to the section; Ensure that all outstanding inter-departmental receivables are followed up, cleared and reconciled.

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

**NOTE:** All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**CLOSING DATE:** 20 September 2019