

## DEPARTMENT OF BASIC EDUCATION

*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.*

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-delivery 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 J Masipa/Ms N Monyela
- CLOSING DATE** : 01 February 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 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. 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 POST

- POST 01/01** : **DEPUTY DIRECTOR: BUDGETING AND CASH FLOW MANAGEMENT REF NO: 01/2019**  
Branch: Finance and Administration  
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum (All-Inclusive remuneration package)  
Pretoria  
An appropriate three year relevant post matric qualification (NQF level 6) in Accounting/ Finance is a minimum requirement, with at least four (4) years proven working experience with Budget database plus four (4) years' relevant experience at supervisory/middle managerial level is required in Financial Accounting, Sound knowledge of Budget Formulation. Revenue and Expenditure Management and Control. Cash Flow Management. Knowledge of Management Accounting, Planning and organising, presentation and analytical skills. In-depth knowledge of Public Service Policy Framework, knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Practices and Procedures and financial systems. The incumbent must be Team Leader, have written and verbal communication skills, Be client orientated and customer focused, have advance knowledge of Basic Accounting System, computer literacy, Excel, MS Word and PowerPoint.
- DUTIES** : The incumbent will be responsible for management accounting with proper and timeous implementation of the budget circulars. Manage the Departmental MTEF budget process and associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote. IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Branches). Prepare and undertake budget bilateral meetings with all Branches. Responsible for initial review of monthly variance reporting. Coordinate monthly expenditure meetings with programme managers. Develop/Prepare quarterly presentations for oversight committees. Assist branches with expenditure planning and forecasting. Responsible for monthly, quarterly and annual cash flow projections for the Department. Assist with management of information systems used in budgeting and reporting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and maintenance of database. Ensure that reporting deadlines are observed regularly and enhance the quality of monthly reports sent to the National Treasury.

**ENQUIRIES**  
**NOTE**

Establish filing systems. Staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics.  
: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294  
: Shortlisted candidates will be required to undergo competence assessment.