

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 or the Department of Public Service and Administration vacancy circulars at 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 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.

POST: Administration Officer (REF: DBE/32/2018)

BRANCH: Strategy, Research and Communication

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

SALARY: R 226 611 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Senior Certificate, supported by at least 2 years relevant experience in administration, a good understanding of financial systems, Donor Related projects, and/or project implementation monitoring, good communication (written and verbal) skills and the ability to work under pressure. Computer literacy in MS Word and Excel is important. Project Management experience would be an added advantage.

DUTIES: Compiling submissions and briefing notes; analysis of business plans; recording, organizing, and storing of documents; handle routine enquiries; compile quarterly reports; distribute documents to various stakeholders as required; create data-bases; keep and maintain an electronic filing system; monitor and report on monthly expenditure of voted and donor funds; drafting meeting reports; managing of telephone records; collate inputs for various Departmental structures;

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

CLOSING DATE: 22 JUNE 2018

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

POST: Senior Secretary (Ref: DBE/33/2018)

BRANCH: Planning and Delivery Oversight Unit

CHIEF DIRECTORATE: Provincial Intervention

SALARY: R183 558 per annum

CENTRE: Pretoria

REQUIREMENTS: Application must be in possession of a Senior Certificate or equivalent qualification. It is required that the candidate should have a proven experience and excellent typing skills. In addition, applicants must have proven proficiency and high competency in the area of computers, including knowledge of MS Word, Excel and Outlook. Applicants should have good communication and interpersonal skills and the ability to deal with database.

DUTIES: Manage all communication; screen incoming and outgoing calls in the Office of the Chief Director; ensure the efficient flow of information; receive visitors; arrange meetings and workshops; provide administrative support; manage the diary of the Chief Director; setup appointments as well as arrange travel and accommodation; compile and reconcile subsistence and travel claims; manage and draft correspondence; receive, record, file, scan, and dispatch submissions and memos and ordering stationary for the Chief Directorate; type documents as required; arrange staff meetings and perform any other duties as instructed by the Director.

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

CLOSING DATE: 22 JUNE 2018

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

