

**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 via 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** : 17 October 2016
- 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 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

**OTHER POSTS**

- POST 38/01** : **STATE ACCOUNTANT: PUBLIC ENTITIES, CONDITIONAL GRANTS AND LEDGER ACCOUNTS REF NO: DBE/18/2016**  
Branch: Finance and Administration  
Directorate: Financial Services

- SALARY** : R211 194 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised Bachelor's Degree in Accounting/Finance or equivalent qualification, plus a 2 years' relevant working experience dealing with public entities and conditional grants. Knowledge of ledger/suspense account will be an added advantage. Preference will be given to candidates who have knowledge of the PFMA, Treasury Regulation and Division of Revenue Act as well as good interpersonal, communication and writing skills and the ability to work under pressure with strict deadlines.

- DUTIES** : The successful candidate will be responsible for: analysing and preparing a report to the Minister on the budget of Public Entities, preparing public entities quarterly reports, analysing annual reports of the Public Entities, Liaising with Public Entities on financial matters e.g. the submitting of requests to accumulate surpluses, ENE database and any relevant information that is required from the Public Entities, ensuring that provinces report on conditional grants and reporting thereon in terms of the Division of Revenue Act (DoRA), including the reporting on monthly expenditure, obtaining Treasury and Director-General's approval when necessary, reviewing spending on conditional grants and compiling correspondence to Treasury, Provincial Treasuries and Provincial Education Departments, liaising and corresponding with staff members in the Department, assisting in clearing the suspense account, compiling the financial statements related to conditional grants and public entities at financial year-end in respect of voted funds, ensuring compliance and maintaining the quality standard required by the institution. Participating in the Loss and Disposal Committee when required. Remaining up to date with regards to prescripts/policies and procedures applicable to her/his work environment

- ENQUIRIES** : Ms J Masipa (012 357 3295)/Ms N Monyela (012 357 3294)

- POST 38/02** : **SENIOR ACCOUNTING CLERK: DOCUMENTS MANAGEMENT REF NO: DBE/19/2016**  
Branch: Finance and Administration  
Directorate: Financial Services

- SALARY** : R142 461 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Senior Certificate (Grade 12) with accounting as a subject or equivalent qualification and relevant experience in record/document management. Good interpersonal and communication skills and the ability to work under pressure with strict deadlines will be required. Ability to manage and record

**DUTIES**

- large volumes of documentation is essential. Deal with all document related queries on a daily basis, in accordance with Batho Pele principles.
- : The successful candidate will capture journals on BAS, receive the entity forms from the suppliers and capture these on Safetynet, capture each entity on an excel spreadsheet and file these in the safe. Cross check the deposit slip together with the money and receipts to see if it is balances, capture on a excel spreadsheet and file in numerical order in boxes in the safe. Attach payment stubs to payments, draw batches from the safe after receiving requests from auditors and colleagues. Clear the bank exceptions on BAS to the Bank adjustment account, print BAS report for the Bank adjustment account and bank reconciliation, print the daily and monthly PMG bank statements on Safetynet, check if the BAS reconciliation and the monthly PMG bank statement balance, if not balancing log a call with the Syscon. Complete VA2 for requesting stationery, equipment and face value forms (deposit books, cheques and receipt books) from provisioning. Candidates must also ensure that the requirements of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies, prescriptions and procedures are adhered to. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work environment

**ENQUIRIES**

- : Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3295)