

**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** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 18 March 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. 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 shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**OTHER POSTS**

- POST 08/02** : **DEPUTY DIRECTOR: FINANCIAL TRANSACTION REF NO: DBE/08/2022**  
Branch: Finance and Administration  
Chief Director: Financial Management Services  
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all-Inclusive remuneration package)  
Pretoria
- : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Business Administration, Finance, Accounting or Economics as recognised by SAQA; Relevant post-graduate qualification will serve as an advantage; At least four (4) years' experience in financial management and administration environment; four (4) years' experience at supervisory level; Knowledge of and experience in all aspects the Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks, Public Service Act, Public Service Regulations, PSCBC Resolutions, Circulars and practice notes issued by National Treasury and the Office of the Accounting General; Knowledge and skills of BAS, PERSAL and LOGIS; Advanced Computer skills in particular MS Excel; Managerial skills required including strategic thinking, innovative and creative thinking, Programme Management, Financial management, Planning and organizing, Team leadership; Good interpersonal skills, analytical skills, initiative and teamwork; Personal Profile: Proactive individual with good verbal and written communication skills; Ability to communicate with external and internal partners; Attention to detail and quality; A self-starter and willingness to work under pressure, with tight deadlines and long working hours; Good verbal and written communication skills; Ability to communicate with external and internal partners; Attention to detail and quality; A self-starter and willingness to work under pressure with tight deadlines and long working hours.
- DUTIES** : The successful candidate will be responsible for providing the support on infrastructure accounting; Management of system security and internal control as required by the Public Finance Management Act; Managing the resource in the section; Responding to COMAFS raised by AGSA; Managing Expenditure section; Managing Bookkeeping section; Managing Financial System and Financial Statements section; Monitoring the Maintenance and reconciliation of the general ledger; Managing and resolving all audit queries; Ensuring that creditors are paid within 30 days; Compiling the Interim as well as AFS and

		audit file and Implementing the financial system as required by the PFMA and Treasury Regulations.
<b><u>ENQUIRIES</u></b>	:	Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
<b><u>NOTE</u></b>	:	Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
<b><u>POST 08/03</u></b>	:	<b><u>DEPUTY DIRECTOR: QUALITY MANAGEMENT SYSTEM (QMS) REF NO: DBE/09/2022</u></b>
		Branch: Teachers, Education Human Resources and Institutional Development
		Chief Director: Education Human Resources Management
		Directorate: Educator Performance Management and Development and Whole School Evaluation
<b><u>SALARY</u></b>	:	R882 042 per annum, (all-Inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; At least 4 years' combined work experience in research and project management of which 5 years should be within the basic education sector; At least four (4) years relevant experience at supervisory level; Experience in report writing, presentations, training, management of budgets and programmes; Good computer skills in Microsoft Office (Word, Excel and Power point); Excellent people skills; Knowledge and understanding of human resource matters, including educator performance management systems as informed by the relevant ELRC collective agreements as well as school evaluations and project implementation in the Basic Education sector; Understanding of the National Development Plan 2030 as well as other relevant education policies, legislation and regulations; Strong verbal and written communication; Willingness to work extensive hours and to travel when required; A valid driver's license.
<b><u>DUTIES</u></b>	:	Under the supervision of the Department of Basic Education, the incumbent will be part of a team of specialists for supporting and promoting efficient and effective implementation of performance management systems within provinces; The successful candidate will be responsible for undertaking periodic research and surveys with stakeholders with a view to improve educator and school performance; Liaising with relevant stakeholders; Analysing and reporting on findings of surveys and data from educator and school evaluations; Preparing training resources; Engaging in developing capacity of provincial officials on the Quality Management System (QMS); Conducting monitoring and oversight visits to provinces; Co-ordinating and monitoring compliance with performance management-related agreements, policies and guidelines; Analysing the impact of the QMS on school performance; Setting in place strategies to enhance accountability within schools and addressing under-performance.
<b><u>ENQUIRIES</u></b>	:	Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
<b><u>NOTE</u></b>	:	Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
<b><u>POST 08/04</u></b>	:	<b><u>ASSISTANT DIRECTOR: SALARY MANAGEMENT REF NO: DBE/10/2022</u></b>
		Branch: Finance and Administration
		Chief Directorate: Financial Management Services
		Directorate: Financial Services
<b><u>SALARY</u></b>	:	R477 090 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Financial Management or Accounting as recognised by SAQA; At least (3) years relevant experience in Salary Management environment of which three (3) years should be at supervisory level; Extensive knowledge of applicable policies and prescripts of finance in the public service; Knowledge of PFMA, Treasury regulations and Interpretation thereof; Performance and staff management; Problem solving and analytical skills; Report writing and reporting skills; Extensive knowledge of PERSAL, BAS system; A valid driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to assist with the personnel budget of the Department; Approve salaries payments on PERSAL and BAS; Manage the resources in the section; Develop and implement the financial

management policies; Develop and manage staff to ensure that the section has the capacity to carry out its functions; Respond to communications to Management on Audit Findings(COMAFS) raised by Auditor-General of South Africa (AGSA); Prepare weekly and /or monthly BAS/PERSAL/LOGIS reconciliation; Assist in compiling AFS/IFS Appropriation Statement and notes to appropriation statement; Capture BAS link codes; Manage registry; Manage debt administration; Manage examinations claims; and assist with TAX related matters and reconciliation.

**ENQUIRIES** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289  
**NOTE** : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**POST 08/05** : **ASSISTANT DIRECTOR: EDUCATION LABOUR RELATIONS SUPPORT**  
**REF NO: DBE/11/2022**  
 Branch: Teachers, Education Human Resources and Institutional Development  
 Chief Directorate: Education Human Resources Management  
 Directorate: Education Labour Relations and Conditions of Services

**SALARY** : R477 090 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Law or Labour Relations as recognised by SAQA; At least three (3) years working experience in Labour Relations in Education sector, including experience in conducting investigations; At least three (3) years relevant experience at supervisory level; Participation or experience in collective bargaining in the ELRC and/or PSCBC; Knowledge of labour laws, regulations and procedures, including the employment of Educators Act, Public Service Act and PFMA; Knowledge of techniques in investigations; Ability to analyse reports; Ability to interpret Laws, Rules, Regulations and Resolutions/Collective Agreements; Ability to maintain effective relationships with stakeholders, colleagues and public; Ability to communicate effectively, both verbally and in writing and a valid driver's licence.

**DUTIES** : The successful candidate will be responsible for providing responsive and high quality support and advising stakeholders, educators and public on all labour related complaints received by the Department; Scheduling or coordinating meetings of the Directorate; Preparing and submitting required reports related to labour relations matters; Maintaining records, preparing reports and compiling correspondence relative to the work; Conducting investigations on reported cases, provide advice and compile reports; Perform any related work as assigned.

**ENQUIRIES** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289  
**NOTE** : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**POST 08/06** : **ASSISTANT DIRECTOR: QUALITY MANAGEMENT SYSTEM (QMS) REF**  
**NO: DBE/12/2022**  
 Branch: Teachers, Education Human Resources and Institutional Development  
 Chief Directorate: Education Human Resources Management  
 Directorate: Educator Performance Management and Development and Whole School Evaluation

**SALARY** : R477 090 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Education or Social Sciences as recognised by SAQA; At least minimum of 3 years' experience in the Basic Education, Two (2) years relevant experience related to employee performance and development; At least three (3) years relevant experience at supervisory level; Insight into ELRC Collective Agreements and related legislation and policies; Strong verbal, presentation and written communication skills; Computer skills in Microsoft Office Programs ( Word, Excel and PowerPoint); Willingness to work extensive hours and travel; A valid driver's license.

**DUTIES** : The successful candidate will be responsible for liaising with and guiding provincial officials on the efficient and effective administration and implementation of the Performance Management Systems for school-based

educators within provinces; Designing instruments and developing a database for monitoring and reporting; Coordinating capacity development engagements with provincial officials; Assisting in setting up systems for receiving reports and data from provinces; Collating and compiling progress reports; Compiling minutes of engagements with stakeholders; Undertaking monitoring and oversight visits to provinces as required; Working collaboratively to establish partnerships with stakeholders in the sector to strengthen educator development and accountability.

**ENQUIRIES NOTE** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289  
 : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**POST 08/07** : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: DBE/13/2022**  
 Branch: Finance and Administration  
 Chief Directorate: Financial Management Services  
 Directorate: Financial Services

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Pretoria  
 : The applicant must be in possession of a Senior Certificate or equivalent qualification plus two (2) years' relevant experience in the field of Finance; Thorough knowledge of financial accounting; Exposure in the fields of salaries and tax will be an advantage; Good financial management skills, Planning and organising skills, Problem solving skills and good communication (written and verbal) skills; Sound knowledge of the PERSAL system and Basic Accounting System (BAS); Skills in Public Service Finance, Numeracy, Computer literacy and Accuracy; Good knowledge of Treasury Regulations and Public Finance Management Act; Self-starter, Ability to work independently without compromising team results; Valid driver's license.

**DUTIES** : The successful candidate will be responsible for Capturing budget breakdown on BAS per programme and economic classifications; Clearing the suspense account; Preparing weekly and/monthly BAS/PERSAL/LOGIS reconciliation; Assisting in compiling Annual Financial Statement (AFS)/Integrated Financial Statement (IFS) Appropriation and notes to appropriation statement; Assisting with TAX related matters and reconciliation; Managing debt administration; Attending to salary-related questions and queries and Supervising staff and training stakeholders on salaries processes.

**ENQUIRIES NOTE** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289  
 : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**POST 08/08** : **SENIOR STATE ACCOUNTANT: BUDGET AND CASH FLOW REF NO: DBE/14/2022**  
 Branch: Finance and Administration  
 Chief Directorate: Financial Management Services  
 Directorate: Financial Services

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Pretoria  
 : The applicant must be in possession of a Senior Certificate or equivalent qualification plus two (2) years' relevant experience; Experience in authorising Journals on BAS; Experience in Clearing BAS/Persal Exceptions; Experience in compiling of Annual/Interim Financial Statements; In depth knowledge of PFMA, Treasury Regulations and relevant prescripts; Knowledge of Public Service Regulations and Performance Management and Monitoring; Ability to work independently without compromising team results; Ability to act Independently, Professionally, Accountable and with Credibility; Knowledge of legislation and regulations pertaining to Public service administration; General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint; Good communication skills, verbal and written.

**DUTIES** : The successful candidate will be responsible for capturing budget breakdown on Basic Accounting System (BAS) per programme and economic classifications; Coordinating and compiling the MTEF budget process, coordinating the Adjusted Estimates of National Expenditure and Estimates of National Expenditure; Compiling virements and roll-overs; Updating the budget on BAS with the main appropriation; Ensuring accurate compilation on the In Year Monitoring report and Minister's cash flow statements; Responding to

budget related questions and queries; Preparing presentations and submission to Standing Committee on Public Accounts when required; Ensuring safe keeping of records is adhered to; Ensuring that the requirements of the Public Finance Management Act, Treasury Regulations as well as departmental financial policies, prescripts and procedures are adhered to; and Supervision of staff and training to stakeholders on budget process.

**ENQUIRIES**  
**NOTE**

- : Mr A Tsamai Tel No: 012 357 3321/Ms H Nembaka Tel No: 012 357 3289
- : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.