

## 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:** 25 February 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. Drivers' 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. (Drivers license and registration certificate must be attached if required).

### **POST: SENIOR ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND REPORTING**

**Ref: DBE/04/2022**

**Branch:** Business Intelligence

**Chief Director:** Strategic Planning, Research Evaluation and Monitoring

**Directorate:** Strategic Planning and Reporting

**Salary:** R321 543 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** The applicant must be in possession of a Senior or equivalent qualification coupled with a minimum of 2 years' relevant work experience in the area of strategic planning, reporting and compliance monitoring; An understanding of government strategic vision and public service legislation; At least two years of working directly with programme performance information and coordinating strategic plans and reports in education; experience of project management and financial management, especially in support of assembling compliance documents; computer literacy in MS Word, Excel, PowerPoint and Outlook is a prerequisite; A valid driver's license would be a recommendation.

**DUTIES:** The successful candidate will ensure that the Directorate complies with procurement policies and relevant departmental procedures, communicate with relevant directorates and units to facilitate and compile documents to satisfy the planning, monitoring, evaluation and reporting mandate of the Chief Directorate; Ensure efficient office administration to support programme performance information management and planning; Safe custody of business plans, submissions; Create and maintain an orderly filing system in electronic format; Coordinate and provide administrative support during workshops and events; Carry out any other assigned tasks as required including conducting monitoring, reporting and support activities in support of the planning and reporting. This will include providing logistical support, quality assured documents and presentations for workshops, meetings and correspondence to provinces, compiling submissions, reports and memos for submission and publication.

**CLOSING DATE:** 25 February 2022

**ENQUIRIES:** Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No:012 357 3289

**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.