

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 equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. **Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.***

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.

For Attention:

Mr A Tsamai/Mr M Segowa

Closing date:

29 September 2023

NOTE:

Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 **must be completed in full and page 2 duly signed**. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

POST:

ASSISTANT DIRECTOR: EDUCATION LABOUR RELATIONS MANAGEMENT AND CONDITIONS OF SERVICES Ref: DBE/29/2023

Branch:

Teacher and Professional Development.

Chief Directorate:

Education Human Resources Management.

Directorate:

Education Labour Relations Management and Conditions of Services.

Salary:

R527 298.00 per annum.

Centre:

Pretoria

REQUIREMENTS:

Applicants must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in the field of Labour Relations; At least two years relevant working experience in an education sector at supervisory level including two years' experience in Labour Relations in the education sector; Exposure and experience in collective bargaining both at the Education Labour Relations Council (ELRC) and Public Service Co-ordinating Bargaining Council (PSCBC) environment; Exposure to the dispute resolution procedures applicable to Collective Bargaining will be an added advantage; Understanding of the Human Resource Strategies and Policies for the DBE; Understanding of the education policy environment; Knowledge of Government prescripts and procurement processes; Knowledge of monitoring, evaluating and reporting systems and processes; Knowledge of the educational

framework and policies; Knowledge of labour law and procedures; Knowledge of Employment of Educators Act; Knowledge of the conditions of service for educators; Knowledge and understanding of Public Service and Labour Legislations; Ability to plan, prioritise and execute assigned duties; Ability to work independently and be willing to work long hours where required; Ability to form and nature relationships at all levels of the employer in relation to the Education Labour Relations and Conditions of Service; Sound operational planning and management skills; Computer literate; Problem solving, Decision making and conflict resolution skills; A valid driver's licence and willingness to travel.

DUTIES:

The successful candidate will be expected to participate in meetings between labour and employer to discuss and attempt to resolve issues of mutual interest; Schedule or co-ordinate Employer Caucus meetings and serve as secretariat to the Employer Caucus; Assist the negotiating team to plan, obtain mandates and provide secretarial services to the negotiating team; Render an excellent contribution to the continued improvement of the conditions of employment of educators; Work with the internal and external stakeholders; Monitor, support and report on Provincial implementation of Collective Agreements and Human Resources Policies; Prepare quarterly and annual reports when required; Manage and monitor the Implementation of Collective Agreements between the Department and its recognised trade unions; Assist the Chief Negotiator in liaising with trade unions on matters of mutual interest.

Note:

All 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. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

ENQUIRIES:

Mr A Tsamai (012) 357 3321/Mr M Segowa (012) 357 4291

POST:

Internal Auditor (2 Posts) Ref: DBE/28/2023

Branch:

Office of the Director-General.

Directorate:

Internal Audit

Sub-Directorate:

Regularity and Performance Audit

Salary:

R294 321.00 per annum.

Centre:

Pretoria

REQUIREMENTS:

Application must be in possession of an appropriate 3 year degree or equivalent qualification (NQF Level 6) in Accounting/Auditing/Internal Auditing; Membership of the Institute of Internal Auditors will be an added advantage; At least Two (2) years relevant experience in Internal Audit or External Audit exposure; Knowledge and skills in Internal Auditing, Risk Management, Accounting and Corporate Governance; Exposure to Public Service legislation, policies and procedures; Benchmarking and networking skills are required to be abreast with current developments in the field of auditing;. Drivers' licence will be an added advantage

DUTIES:

The successful candidate will be responsible for conducting audit projects from planning to reporting; Assisting in evaluating the department's governance, risk management and controls processes; Conducting audits to determine and

evaluate the adequacy, effectiveness and efficiency of controls in accordance with the methodology; Contributing to the achievement of the internal audit coverage plan; Collecting information and participate in the compilation of reports to the accounting officer and audit committee; Keeping up to date with new developments in the internal audit environment.

Note:

All 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. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

ENQUIRIES:

Mr A Tsamai (012) 357 3321/Mr M Segowa (012) 357 4291