

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** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 28 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 09/11** : **ASSISTANT DIRECTOR: SCHOOL AND DISTRICT INCIDENT MANAGEMENT AND SUPPORT REF NO: DBE/16/2022**
Branch: Delivery and Support
Chief Directorate: Provincial Monitoring
Directorate: School and District Incident Management and Support
- SALARY** : R477 090 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; At least (3) years relevant experience at supervisory level; Knowledge of general education legislation and applicable policies; General knowledge of research methods and tools; Customer relations skills; Communication (written and verbal) skills, Coordination and organising skills; Planning and problem solving skills; Financial management skills; Computer literacy; Team player; Work independently with minimal supervision.
- DUTIES** : The successful candidate will be expected to provide administrative support in the compilation of school calendars for public schools; Provide administrative support in school readiness monitoring; Render administrative support to the Ministry and Parliamentarians on provincial oversight activities; Assist in resolving queries and/or complaints that are brought to the DBE through Ministerial and Director-General's offices; Provide administrative support to the call centre, Presidential Hotline and website enquiries; Deal with walk in cases; Deal with administration of budget and perform all other duties delegated by the appropriate authority.
- 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 09/12** : **SENIOR INTERNAL AUDITOR REF NO: DBE/17/2022 (X2 POSTS)**
(12 Months Renewable Contract Based on Performance)
Branch: Office of the Director-General
Directorate: Internal Audit

- SALARY** : R321 543 per annum

**CENTRE
REQUIREMENTS**

- : Pretoria
- : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in Internal Auditing, Auditing, Accounting, Financial Management, Cost and Management Accounting, Financial Accounting and Forensic Accounting as recognised by SAQA; At least (2) years relevant experience in Internal Auditing or Forensic Investigations; At least (2) years experience as an Internal Auditor or Forensic Investigator; Knowledge of International Standards for the Professional Practice of Internal Auditing, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations; Professional certificates such as Professional Internal Auditor (PIA); Certified Fraud Examiner (CFE); Certified Government Auditing Professional (CGAP); Certification in Control Self-Assessment (CCSA) and Professional Accountant - SA will be an added advantage; A valid driver's license and must be willing to travel.

DUTIES

- : The successful candidate will be responsible to provide an independent and objective services to the Internal Audit function by conducting investigations and developing recommendations for the enhancement of the processes of the Department in accordance with Public Finance Management Act, Treasury Regulations, Investigation Methodology and applicable laws and regulations governing the Public Service; Complete investigation work within the deadline dates and hours allocated by the Director and Deputy Director; Compile an investigation file with adequate evidence to support the Investigation Report; Assist in the planning of the Anti-Corruption Awareness; Perform of administrative activities as and when requested by the Director and Supervisor.

**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.