

## 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](http://www.education.gov.za).

For Attention: Mr A Tsamai/Mr M Segowa

Closing date: 04 August 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:** **CHIEF ACCOUNTING CLERK Ref: DBE/24/2023**

**Branch:** Finance and Administration.

**Chief Directorate:** Financial Management Services.

**Directorate:** Financial Services.

**Sub-Directorate:** Salaries

**Salary:** R294 321.00 per annum.

**Centre:** Pretoria

**REQUIREMENTS:** Applicants must be in possession of a Senior Certificate or equivalent qualification. An appropriate degree or equivalent qualification will be an added advantage; Two years' experience in Salary Management; Knowledge of the PERSAL and BAS Systems; Good knowledge of Treasury Regulations and Public Finance Management Act; Good communication skills, both oral and writing; Client orientation and customer focus; Good interpersonal relations; Analytical and decision-making skills; Ability to handle confidential matters and be discrete when dealing with people; Computer literate and familiar with MS Office Programmes.

**DUTIES:** The successful candidate will be responsible for calculating and processing payments of salary related matters; Calculating and processing payments of claims for examiners, moderators and other Projects; Calculating and processing

payments of leave gratuities, severance pay and service bonus on service terminations; Implementing deductions on the PERSAL system; Claiming salary in terms of transfer officials from other Departments; Preparing and distributing salary advices; Managing monthly payroll schedules; Distributing monthly PERSAL reports; Liaising and rendering professional salary advice to clients within and outside the department; Performing any duties as delegated.

**POST:** **SENIOR PROVISIONING ADMINISTRATION CLERK (TRANSPORT) Ref: DBE/15/2023**

**Branch:** Finance and Administration  
**Chief Directorate:** Financial Management Services  
**Directorate:** Supply Chain Management  
**Salary:** R202 233.00 per annum  
**Centre:** Pretoria

**REQUIREMENTS:** Applicants must be in possession of a Senior Certificate or equivalent qualification; Relevant experience in the office administration; Knowledge of PFMA and Treasury Regulations; Knowledge of Transport policy and procedures; Computer literacy (MS Office packages); Excellent client relation; Ability to work under pressure, individually and as part of a team; Organising, Planning, Report writing, Problem-solving and communication skills and general office administration.

**DUTIES:** The successful candidate will be responsible for the administration and maintenance of the departmental and government (GG) vehicles; Receiving invoices and delivering to the directorates for signatures; Processing of payments within 30 days; Issuing of departmental vehicles; Conducting pre and post-inspections and handing over the keys; Requesting petty cash for e-tolls; Renewing vehicle license disc; Responsible for car wash; Distributing the traffic fines to the drivers; Logging calls for fleet maintenance and repairs; Safekeeping of logbooks, petrol cards, car keys, and trip authorities; Renewing petrol cards annually; Completing vehicles; Updating the vehicle requisition form (VRF1) for ordering new vehicles; Updating the vehicle asset register; Record keeping and filing all the documents pertaining to transport related matters and performing any other tasks delegated by the managers.

**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. 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**