

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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:

Ms M Mahape/ Ms N Sathege

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. All required documents attached need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. 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).

CLOSING DATE:

30 July 2021

POST:

DIRECTOR: (Ref: 29810/01)

Branch: Finance and Administration

Chief Directorate: Financial Management

Directorate: Financial Services

SALARY:

All Inclusive remuneration package of R1 057 326 per annum (Level 13)

CENTRE:

Pretoria

REQUIREMENTS:

A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) with Accounting as a major subject; A minimum of five years relevant experience in middle/senior managerial level; Preference will be given to candidates who have working knowledge of the PFMA, Treasury Regulations, Division of Revenue Act (DoRA) Basic Accounting System (BAS) and Modified Cash Standards (MCS); Good interpersonal and communication (written and verbal) skills, presentation skills, analytical skills, planning skills, computer literacy, management and leadership skills.

DUTIES:

The successful candidate will be responsible for managing the books of account of the Department, revenue collection, budget management, expenditure management, cash flow management and reporting, salaries management, monthly and quarterly reporting on activities of the Directorate including on conditional grants, financial management and reporting of donor funds; Ensuring that public entities comply with relevant legislation; Managing financial systems (BAS & PERSAL); Ensuring compliance with the PFMA, Treasury Regulations, DoRA and any other relevant legislation in respect of financial matters and compiling Interim and Annual Financial Statements of the Department.

NOTE:

A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES:

Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290