

## 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:**

Ms N Sathège/Ms M Mahape

### **NOTE:**

Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1<sup>st</sup> 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 Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

### **OTHER POSTS**

### **POST:**

Risk Committee Chairperson: (Ref no 19676/01)  
Branch: Office of the Director-General  
Directorate: Internal Audit Activity, Risk Management and Forensic Investigations

### **JOB DESCRIPTION:**

In terms of Section 38 of the Public Finance Management Act (PFMA), Department of Basic Education calls on qualified and interested person to serve as a chairperson of Audit Committee for one (1) year.

### **REQUIREMENTS:**

The ideal candidate should have a Bachelor's Degree and MBA/MBL with more than ten years management experience gained from Audit/Financial/ Risk Management environment preferably in Education Department. Experience in or knowledge of the Public Finance management Act, COSO Framework and Public Sector Risk Management Framework. Demonstrate experience in participating in governance structures and ability to dedicate time to the activities of Department of Basic Education's Audit Committee. Knowledge of fraud and corruption. Clear understanding of IT standards and security measures. In addition to the above, the candidate should possess the following attributes: an intimate understanding of the institutes' mandate and operations; the ability to act independently and objectively in the interest of the institution ;and a thorough knowledge of risk management principles and their application. Must be a member of the Institute of Risk Management South Africa (IRMSA). Must be a member of the Institute of Internal Auditors (IIASA) added advantage.

**TERM OF APPOINTMENT:** Appointments will be made for a period of 1 year. This is not a full time appointment. The Audit Committee has four meetings per annum and additional meetings may be convened as deemed by the Chairperson, CAE or DG.

### **DUTIES:**

The primary objective of the Audit Committee is to review the Department's compliance with the laws and regulations of any applicable statute and/or controlling bodies, and express a view accordingly in the annual report. Review the processes and reporting of performance information. Obtain appropriate assurance that controls are in place and effective in addressing IT risks. Oversee the provision of assurance over sustainability issues. Be guided by the National Treasury guidelines on AC responsibilities.

### **REMUNERATION:**

Compensation will be in accordance with that of Audit committee members as determined by National Treasury and / or Auditor-General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on National Treasury guidelines.

**CLOSING DATE****29 July 2016****ENQUIRIES:**

Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

**POST:**

Audit Committee Chairperson: (Ref no 19676/02)  
Branch: Office of the Director-General  
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations

**JOB DESCRIPTION:**

In terms of Section 38 of the Public Finance Management Act (PFMA), the Department of Basic Education calls on qualified and interested person to serve as a Chairperson of the Audit Committee for a three year period subject to annual performance evaluation.

**REQUIREMENTS:**

At least ten (10) years relevant experience in finance, risk, internal and external audit, corporate governance, management and information technology. Must be an active member of the Institute of Internal Auditors (IIASA) added advantage. Added advantage, to be a qualified CA In addition to the above, candidates should demonstrate experience in participate in governance structures and the ability to dedicate time to the activities of the DBE: Audit Committee. Preference will be given to candidates with proven experience in being appointed as a Chairperson within the public sector. Knowledge of fraud and corruption. In addition to the above, the candidate should possess the following attributes: an intimate understanding of the institutes' mandate and operations; the ability to act independently and objectively in the interest of the institution ;and a thorough knowledge of risk management principles and their application

**TERM OF APPOINTMENT:** Appointments will be made for a period of three (3 years) subject to performance evaluation. This is not a full time appointment. The Audit Committee has four meetings per annum and additional meetings may be convened as deemed by the Chairperson, CAE or DG.

**DUTIES:**

The Audit Committee is an oversight committee that assists DBE in fulfilling its oversight responsibilities with regards to internal controls, risk management and governance. The primary objective of the Audit Committee is to review the Department's compliance with the laws and regulations of any applicable statute and/or controlling bodies, and express a view accordingly in the annual report. Review the processes and reporting of performance information. Obtain appropriate assurance that controls are in place and effective in addressing IT risks. Oversee the provision of assurance over sustainability issues. Be guided by the National Treasury guidelines on AC responsibilities.

**REMUNERATION:**

Compensation will be in accordance with that of Audit committee members as determined by National Treasury and / or Auditor-General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on National Treasury guidelines.

**CLOSING DATE****29 July 2016****ENQUIRIES:**

Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

**POST:**

Audit Committee Member: (Ref no 19676/03)  
Branch: Office of the Director-General  
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations

**JOB DESCRIPTION:**

In terms of Section 38 of the Public Finance Management Act (PFMA), the Department of Basic Education calls on qualified and interested person to serve as a Chairperson of the Audit Committee for a three year period subject to annual performance evaluation.

**REQUIREMENTS:**

The ideal candidate should have a Bachelor's Degree and MBA/MBL with atleast ten years management experience gained from Audit/Financial/ Risk Management environment Served in other audit committees within the Public sector Experience in or knowledge of the Public Finance management Act and Treasury regulations Proven working experience in the public sector. Extensive knowledge of finance in the public sector. Knowledge of business management. In addition to the above, the candidate should possess the following attributes: an intimate understanding of the institutes' mandate and operations; the ability to act independently and objectively in the interest of the institution

TERM OF APPOINTMENT: Appointments will be made for a period of three (3 years) subject to an annual performance evaluation. This is not a full time appointment. The Audit Committee has four meetings per annum and additional meetings may be convened as deemed by the Chairperson, CAE or DG.

**DUTIES:**

The primary objective of the Audit Committee is to review the Department's compliance with the laws and regulations of any applicable statute and/or controlling bodies, and express a view accordingly in the annual report. Review the processes and reporting of performance information. Obtain appropriate assurance that controls are in place and effective in addressing IT risks. Oversee the provision of assurance over sustainability issues. Be guided by the National Treasury guidelines on AC responsibilities.

**REMUNERATION:**

Compensation will be in accordance with that of Audit committee members as determined by National Treasury and / or Auditor-General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on National Treasury guidelines.

**CLOSING DATE**

**29 July 2016**

**ENQUIRIES:**

Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

**POST:**

Deputy Director: Risk Management (Ref no 19676/04)  
Branch: Office of the Director-General  
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations

**SALARY CENTRE**

**All-Inclusive remuneration package of R 726 276 per annum  
Pretoria**

**REQUIREMENTS**

Applicants must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) in Risk Management/ Internal Auditing with a minimum of four (4) years of experience in risk management. The incumbent should possess, excellent communication skills, independence, excellent time management and adhere to stringent deadline date.

**DUTIES:**

Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks. Review risk management strategies, policies, guidelines and procedures and ensure compliance. Analyse, in conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps. Conduct workshops in order to assist management in developing the strategic risk registers. Facilitate processes relating to the Risk Management Committee. Manage subordinates under area of responsibility.

**CLOSING DATE**

**29 July 2016**

**ENQUIRIES:**

Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

**POST:**

Assistant Director: Risk Management (Ref no 19676/05)  
Branch: Office of the Director-General  
Directorate: Internal Audit Activity, Risk Management ad Forensic Investigations

**SALARY CENTRE**

**R 389 145 per annum  
Pretoria**

**REQUIREMENTS**

Applicants must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) in Risk Management/ Internal Auditing with a minimum of three (3) years of experience in risk management. The incumbent should possess, excellent communication skills, independence, excellent time management and adhere to stringent deadline date.

**DUTIES:**

Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks. Review risk management strategies, policies, guidelines and procedures and ensure compliance. Analyse, in

conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps. Conduct workshops in order to assist management in developing the strategic risk registers. Facilitate processes relating to the Risk Management Committee.

**CLOSING DATE:** 29 July 2016

**ENQUIRIES:** Ms N Sathege 012 357 3290/Ms M Mahape-012 357 3291

**POST:** Deputy Director: Bilateral Cooperation (Ref no 19676/06)  
Branch: Planning, Information and Assessment  
Directorate: International Relations & Multilateral Affairs

**SALARY CENTRE** All-Inclusive remuneration package of R 726 276 per annum  
Pretoria

**REQUIREMENTS:** An appropriate recognised degree or equivalent qualification A degree or equivalent qualification in International Relations, Political Sciences or Development Studies will serve as an advantage Four years relevant experience in the field of international relations, especially bilateral cooperation Excellent oral, written and communication skills Strong negotiation and presentation skills Ability to work closely and cooperatively with internal and external associates Excellent organisational, time management, administrative and computer skills An understanding of Education policies and legislation Ability to work both in a team and independently with limited supervision Willingness to work extended hours when required.

**DUTIES:** Develop, promote and implement a departmental and sector wide bilateral engagement strategy Develop, promote, monitor and coordinate basic education related bilateral cooperation between South Africa and other countries in Africa, Middle East and the rest of the World Facilitate and support participation of the Minister, the Deputy Minister and the Director General in international bilateral engagements related to promoting basic education in South Africa. Liaise with the Department of International Relations and Cooperation and members of the Diplomatic Corps on matters concerning the promotion of bilateral cooperation Promote and coordinate implementation of programmes emanating from bilateral agreements within the Department of Basic Education and provincial Departments of Education Provide protocol services.

**POST:** Deputy Director: Multilateral Affairs and Donor Relations (Ref no 19676/07)  
Branch: Planning, Information and Assessment  
Directorate: International Relations & Multilateral Affairs

**SALARY CENTRE** All-Inclusive remuneration package of R 726 276 per annum  
Pretoria

**REQUIREMENTS:** An appropriate recognised degree or equivalent qualification A degree or equivalent qualification in International Relations, Political Sciences or Development Studies will serve as an advantage Four years relevant experience in the field of international relations, especially multilateral cooperation and donor relations Excellent oral, written and communication skills Strong negotiation and presentation skills Ability to work closely and cooperatively with internal and external associates Excellent organisational, time management, administrative and computer skills An understanding of Education policies and legislation Ability to work both in a team and independently with limited supervision Willingness to work extended hours when required.

**DUTIES:** Develop, promote and implement a departmental and sector wide multilateral affairs engagement strategy Facilitate and support participation of the Minister, the Deputy Minister and the Director General in international multilateral engagements related to promoting basic education in South Africa Coordinate DBE's reporting against international instruments Facilitate participation of South African learners in international

programmes, including competitions and exchange programmes. i.e. the SADC essay competition Represent the DBE in DIRCO lead interdepartmental meetings for different multilateral engagements relevant to basic education Develop basic education position papers and reports to DIRCO as and when required for country to country multilateral processes. Coordinate a periodic high level global development partners forum, to promote international support to basic education Manage relations between the DBE and international development agencies supporting basic education Promote and coordinate implementation of programmes emanating from multilateral agreements within the Department of Basic Education and provincial Departments of Education Provide protocol services

**CLOSING DATE:**

**29 July 2016**

**ENQUIRIES:**

Ms N Sathège 012 357 3290/Ms M Mahape-012 357 3291