

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 the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, obtainable from the DBE Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification. 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. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

CLOSING DATE: 5 August 2022

POST: SENIOR STATE ACCOUNTANT (SALARIES) (Ref: DBE/33/2022)

THIS IS A RE-ADVERTISEMENT: APPLICANTS WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY

Branch: Finance and Administration

Chief Directorate: Financial Management Services

SALARY: R321 543 per annum

CENTRE: Pretoria

REQUIREMENTS: The applicant must be in possession of a Senior Certificate or equivalent qualification plus 2 years' relevant experience in the field of Finance; Thorough knowledge of financial accounting; Exposure in the fields of salaries and tax will be an advantage; Sound knowledge of the PERSAL system and Basic Accounting System (BAS), Computer literate; Good knowledge of Public Service Finance, Treasury Regulations and Public Financial Management Act; Good financial management, planning, organising, problem solving, good communication (written and verbal) and numeracy skills; Self-starter, Ability to work independently without compromising team results; Valid driver's license.

DUTIES: The successful candidate will be responsible for calculations and payments of salary related matters; Calculation and pay claims for examiners and moderators; Payment of leave gratuities, severance pay and service bonus on service terminations; Salary claims in terms of transfers; Implementing deductions on Persal systems; Managing debt on Persal and BAS systems; Managing monthly payroll schedules; Clearing of ledger accounts; Persal and BAS interfacing; Assisting with Personnel Budget; Assisting with the tax reconciliation process; Liaising and rendering professional salary advice to clients within and outside the Department; Handling Audit queries; Supervising and evaluating performance of staff and performing any duties as delegated.

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.

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