

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 representativity 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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.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 and certified copies of ID and qualifications. All required documents attached must be certified a true copy and must be dated. Certified copies must not be older than six months at the closing of the advert, applicants who do not comply with the above mentioned requirements will not be considered. 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. (Drivers' License and registration certificate must be attached if required).

CLOSING DATE:

21 July 2021

POST:

ADMINISTRATIVE OFFICER REF NO: DBE/46/2021

Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: National School Nutrition Programme (NSNP)
R257 508 per annum

SALARY:

CENTRE:

Pretoria

REQUIREMENTS:

The applicant must be in a position of a Senior Certificate or equivalent qualification with two (2) years relevant experience in a related field; Record-keeping and administrative experience; Computer proficient in MS Office Suite; Understanding of the National School Nutrition Programme (NSNP); Experience in writing reports; Knowledge of Project Management; a valid driver's license will be an added advantage.

SKILLS REQUIRED:

The incumbent should have the following skills and attributes: Data usage and management; Verbal and written communication skills; Creative judgement and abilities; Proven experience in compiling reports; Conceptual and analytical skills; Good inter-personal skills; Project management skills; Ability to multi-task and work under pressure; Advanced computer literacy (MS Package) and in-depth knowledge of Word processing and Statistical package e.g SPSS, STATA etc.

DUTIES:

The successful incumbent will be responsible for: Supporting the data management of the NSNP; Compiling monthly monitoring schedule; Managing information flow; Assisting with review of monitoring tools; Facilitating, capturing and tracking action plans for trend analysis; Capturing and analysing research and monitoring data; Assisting with update and maintaining the NSNP record keeping system; and performing general administrative duties as delegated.

NOTE:

Shortlisted candidates will be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, annually be subjected to a security clearance.

ENQUIRIES:

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