

Deputy Director: Office Support Office of the HOD

All-inclusive remuneration package: R 733 257 per annum (SL11)

• Ref. K31406/1 • Mmabatho

Requirements: • Appropriate 3 year National Diploma/ B Degree (NQF Level6/7) or equivalent qualification in Public Administration/Management • Ten (10) years' experience in the spheres of Office Administration of which 3-5 years' should have been at junior managerial level • Valid driver's licence • **Knowledge and skills:** • Broad knowledge of public sector and its regulatory and legislative framework • Inter-sectoral and inter-governmental protocol and etiquette • Departmental initiatives and programmes • Ability to interact and liaise with diverse audience range • Proven project management skills • Proven office administration skills relating to client relations and liaison, meeting coordination, function organisation, equipment management, logistical scheduling, filing and record keeping • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Ministerial and HOD enquiries • Committee secretariat support management • Office administration • Subordinate supervision and management.

Enquiries: Dr TA Phorabatho, tel. (018) 388 3071

BAS: Controller

Sub-Directorate: Systems Control

All-inclusive remuneration package: R 733 257 per annum (SL11)

• Ref. K31406/2 • Mmabatho

Requirements: • Appropriate 3 year National Diploma/B Degree (NQF Level6/7) or equivalent qualification in Financial/Business Management/Administration/Accounting • Ten (10) years' experience in the spheres of financial administration of which 3-5 years' should have been at junior managerial level in financial administration, accounting and extensive knowledge on the operation of BAS (Basic Accounting System) • A valid driver's licence • **Knowledge and skills:** • The Public Sector and its financial management regulatory and legislative framework • Financial management, administration and control principles, methodologies and procedures • Public Sector financial management and budgeting reporting requirements • BAS financial management and PERSAL systems • Proven report writing, analytical, financial management and presentation skills • Proven track record in the administration, management and control of revenue, debtors, expenditure, taxation, suspense accounts and financial statements • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Plan, implement, assess and maintain BAS • Monitor and report performance of inter-linked systems [BAS/PERSAL/LOGIS/WALKER] and other systems • Implement and maintain security measures • Provide user support and coordinate training for BAS users • Financial reporting • Supervise and manage subordinates.

Enquiries: Ms A Suliman, tel. (018) 388 4303

Deputy Director: Accounting Services

Sub-Directorate: Accounting Services

All-inclusive remuneration package: R 733 257 per annum (SL11)

• Ref. K31406/3 • Mmabatho

Requirements: • Appropriate 3 year National Diploma/B Degree (NQF Level6/7) or equivalent qualification in Financial/Business Management/Administration/Accounting with Accounting as a major subject • Ten (10) years' experience in the spheres of financial administration and accounting of which 3-5 years' should have been at junior managerial level in financial administration and accounting • A valid driver's licence • **Knowledge and skills:** • The Public Sector and its financial management regulatory and legislative framework • Financial management, administration and control principles, methodologies and procedures • Public Sector financial management and budgeting reporting requirements • The WAKER, BAS, financial management and PERSAL systems • Proven report writing and presentation skills • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven management skills and a track record in the administration, management and control of revenue, debtors, expenditure, taxation, suspense accounts and financial statements • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Ensure compliance with financial accounting systems and frameworks • Manage provision of creditor payments • Manage debt collection • Manage provision of reconciliation and revenue and bank • Ensure financial reporting • Supervise and manage subordinates.

Enquiries: Ms A Suliman, tel. (018) 388 4303

Accounting Assistant

Division: Expenditure Services

Basic Salary: R 173 703 per annum (SL5)

• Ref. K31406/4 • Mmabatho

Requirements: • Grade 12 or equivalent • 0-2 years' experience in financial administration • **Knowledge and skills:** • The Public Sector and its financial management regulatory and legislative framework • Transactional knowledge of the PERSAL and WALKER administration and management systems specifically relating to payment functions • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Process creditor payments • Process subsistence and transport advances/claim re-imbursment • Attend to queries.

Enquiries: Ms A Suliman, tel. (018) 388 4303

Assistant Director: HR Administration

District: Bojanala District Services

Division: HR Administration Services

Basic Salary R 376 596 per annum (SL9)

• Ref. K31406/5 • Rustenburg

Requirements: • Appropriate 3 year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Human Resource Management • 5-10 year's in sphere of human resource management and administration with 3 years' experience at supervisory level • A valid driver's licence • **Knowledge and skills:** • Legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994 and the Employment of Educators Act 1998 • Thorough knowledge of the IT systems associated with human resource management and administration [PERSAL] • Proven report writing and presentation skills • Strong project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Monitor employment practices • Maintain Human Resource Information • Monitor Human Resource provisioning (Institution Based CS and Non CS Educators) • Monitor Human Resource Utilisation (Institution Based CS and Non CS Educators) • Monitor conditions of service (Institution Based CS and Non CS Educators) • Subordinate supervision and management.

Enquiries: Mr JT Mogatusi, tel. (014) 597 8665/8709

Chief HR Officer

District: Bojanala District Services

Sub-Division: Personnel Provisioning and Utilisation Services

Basic salary R 316 791 per annum (SL8)

• Ref. K31406/6 • Rustenburg

Requirements: • Grade twelve (12) or Appropriate 3 year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Human Resource Management i.e Grade 12 with 5-7 years' experience in the spheres of Human Resource Management and Administration of which 2 years' on supervisory level or Appropriate 3 year National Diploma/ B Degree (NQF Level6/7) or equivalent qualification with 3-5 years' experience in spheres of human resource management and administration of which at least 2 years should have been at supervisory level • **Knowledge and Skills:** • Thorough knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Thorough knowledge of the IT systems associated with human resource management and administration [PERSAL] • Proven computer literacy, including advanced MS Word, Excel and Powerpoint • Proven report writing and presentation skills • Project management skills.

Key performance areas, inter alia, include: • Supervise the administration of termination services • Supervise the administration of Government Employees Pension Funds (GEPF) • Supervise the administration of Human Resource appointments and mobility • Manage HR personnel records • Supervise and manage subordinates.

Enquiries: Mr JT Mogatusi, tel. (014) 597 8665/8709

Assistant Director: Internal Control

Division: Internal Control Services

Basic salary: R376 596 per annum (SL9)

• Ref. K31406/7 • Mmabatho

Requirements: • Appropriate 3-year National Diploma/B Degree in Accounting or Auditing or Economics Sciences (NQF Level 6/7) or equivalent qualification • An appropriate training in Internal Control and Compliance • 5 to 10 years relevant experience in Financial and Supply Chain Compliance perspective of which 3 years should have been at supervisory level • A valid driver's licence • **Knowledge and skills:** • The Public Sector and its regulatory and legislative framework • Financial and Supply Chain Management principles, methodologies, policies and procedures • Proven experience of financial and/ or supply chain compliance testing, preferably in the Public Sector Public sector financial management reporting requirements • Proven report writing and presentation skills • Computer literacy including advanced MS Word, Excel and MS PowerPoint • The WALKER financial management and LOGIS system.

Key performance areas, inter alia, include: • Perform Pre and Post-audit on financial vouchers to ensure compliance • Coordinate external audit • Coordinate implementation of audit recommendations • Monitor fraud and loss management • Identify and Evaluate financial fraud • Ensure implementation of policies, acts and financial prescripts • Development and management of Irregular Expenditure register

• Development and management Fruitless and Wasteful Expenditure register • Provide reports on financial compliance • Provide guidance and advise management on compliance issues • Division administration, management and control.

Enquiries: Ms R Mokoto, tel. (018) 388 1496

Assistant Director: Inspection

Division: Inspection Services

Basic salary: R376 596 per annum (SL9)

• Ref. K31406/8 • Mmabatho

Requirements: • Appropriate 3-year National Diploma/B Degree in Accounting or Auditing or Economics Sciences (NQF Level 6/7) or equivalent qualification • 5-10 years' relevant experience at supervisory level in Financial inspection perspective of which 3 years should have been at supervisory level • A valid driver's licence • **Knowledge and skills:** • The Public Sector and its regulatory and legislative framework • Financial Management principles, methodologies, policies and procedures • Proven experience of financial and/or supply chain compliance testing, preferably in the Public Sector • Public Sector financial management reporting and compliance requirements • The ability to design and implement internal controls to ensure sound financial management • Proven experience of inspection coverage plan development and execution; compliance system development preferably in the Public Sector • Proven report writing and presentation skills • Computer literacy including advanced MS Word, Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Develop Inspection Framework in line with Schools Acts of South Africa (SASA), PFMA, and Treasury Regulation etc • Perform audits on schools financial records • Provide recommendations on use of Public funds • Formulate, Implement and monitor inspection framework • Coordinate Financial systems and control inspections • Monitor financial interventions • Provide financial reporting • Division administration, management and control.

Enquiries: Ms R Mokoto, tel. (018) 388 1496

State Accountant x2 Posts

Division: Inspection Services

Basic salary: R257 508 per annum (SL7)

• Ref. K31406/9 • Mmabatho

Requirements: • Appropriate 3-year National Diploma/B Degree in Accounting or Auditing or Economics Sciences (NQF Level 6/7) or equivalent qualification • 0 to 2 years' experience preferably within the financial administration, management or control environment in the Public Sector • A valid driver's licence • **Knowledge and skills:** • The Public Sector and its regulatory and legislative framework • Financial and supply chain management principles, methodologies, policies and procedures • Public Sector financial management reporting and compliance requirements • Proven report writing and presentation skills • Computer literacy including advanced MS Word, Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Formulate inspection coverage plans • Ensure implementation of Inspection coverage plan • Assess financial control and systems • Administer and monitor financial interventions • Prepare and submit inspection reports.

Enquiries: Ms R Mokoto, tel. (018) 388 1496

Chief Accounting Clerk x3 Posts

Division: Internal Control Services

Basic salary: R257 508 per annum (SL7)

• Ref. K31404/10 • Mmabatho

Requirements: • Grade 12 or equivalent • 3 to 5 years experience preferably within the financial administration, management or control environment in the Public Sector • **Knowledge and skills:** • The Public Sector and its regulatory and legislative framework • Financial and supply chain management principles, methodologies, policies and procedures • Public Sector financial management reporting requirements • Proven report writing skills • Computer literacy including advanced MS Word, Excel and MS PowerPoint • The WALKER financial management.

Key performance areas, inter alia, include: • Perform pre-audit compliance • Perform post-audit compliance • Administer payment vouchers and files • Follow ups on queries on payment vouchers • Development and management of Irregular, fruitless and wasteful expenditure register Subordinate supervision and management.

Enquiries: Ms R Mokoto, tel. (018) 388 1496

Senior Legal Administration Officer (OSD) x2 Posts

Sub-directorate: Litigation Support Services (Corporate)

Basic salary: R763 212 – R1 140 828 per annum (MR6)

• Ref. K31406/11 • Mmabatho

Requirements: • An appropriate recognised LLB degree or equivalent 4 years' legal qualification • Admittance as Advocate or Attorney • 8 years' appropriate post legal qualification experience in the following Legal administration spheres: Civil and Criminal Procedures, Criminal and Labour Law, Law on Contracts and Interpretation of Statutes • Valid "Top Secret" Security Clearance • A valid Code B driver's licence. **Knowledge of:** • The Public Sector and its regulatory and legislative framework • The Department's processes and procedures, initiatives and strategic objectives • **Competencies and skills:** • Proven ability to provide legal advice on a senior level and interact on high profiled levels • Ability to interact and liaise with a diverse audience range on behalf of the department • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven report writing and presentation skills • Excellent communication skills, both verbal and written • Intimate knowledge of the public sector and its regulatory and legislative framework and the department's processes and procedures, initiatives and strategic objectives.

Key performance areas, inter alia, include: • Provide litigation support • Provide legal advice, opinions and prepare legal documents • Draft contracts • Facilitate compliance with PAIA and PAJA.

Enquiries: Mrs P de Nysschen, tel. (018) 388 4105/4115

Senior Administrative Officer

Sub-directorate: Litigation Support Services (Corporate)

Basic salary: R316 791 per annum (SL8)

• Ref. K31406/12 • Mmabatho

Requirements: • Appropriate 3 year National Diploma/ B degree (NQF Level 6/7) in Public Administration or equivalent • 3-5 years' experience in an Administrative related field/office management in either the Private/Public Sector • **Knowledge of:** • The Public Sector and its regulatory and legislative framework • The WALKER financial management, LOGIS and PERSAL system • Supply Chain Management methodologies • **Competencies and skills:** • Proven administrative skills and a track record in the preparation of strategic documents, reports and databases • Proven office administration skills relating to client relations and liaison, meeting coordination, function organisation, equipment management, logistical scheduling, filing and record keeping • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Compile executive reports and statistics in litigated cases and legislated topics • Record keeping and managing of contracts • Managing, maintaining and updating the library of the Directorate • Liaise with other legal services Directorates Nationally and within the Province.

Enquiries: Mrs P de Nysschen, tel. (018) 388 4105/ 4115

Administration Clerk

Directorate: Legal Services

Basic salary: R 173 703 per annum (SL5)

• Ref. K31406/13 • Mmabatho

Requirements: • Grade 12 or equivalent • 0-2 years' experience in the administration field in the Public or Private Sector • **Knowledge and skills:** • The Public Sector and its regulatory and legislative framework • Proven administrative skills • Track record in the creation/layout/typing of documents, presentations, reports and databases • Proven office administration skills relating to client liaison, function and meeting schedule, equipment administration, typing and record keeping • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Office administration • Arrange meeting and workshops • Filing and record administration • Provide secretarial Support.

Enquiries: Mrs P de Nysschen, tel. (018) 388 4105/ 4115

GENERAL INSTRUCTIONS

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of these posts.

Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service Department and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

Applications should be forwarded to the Superintendent-General, Department of Education, Private Bag X2044, Mmabatho 2735, for attention: Directorate: HRM, Auxiliary Services Building (Block C - Old Mmabatho High Hostels), Office Numbers C22 - 25 (Ms G L Moumakoe, Mr T Motsusi, Ms J Setzin) First Floor, Chief Albert Luthuli Drive, tel. (018) 388 4011/4016/2088/2165

NB: Applications for posts K31406/5 and K31406/6 (i.e for Bojanala District) must be forwarded to the following address:-The District Director, Bojanala Platinum, Palladium House, 102 Cnr OR Tambo and Klopper Street, RUSTENBURG, 0300. For the Attention Mr JT Mogatusi, Ms A Aprils, Tel. (014) 597 8665/8709

Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquires person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

The Department reserves the right not to make any appointments to the advertised posts.
Closing date: 20 December 2019



Education

Department of Education
Department: van Ouderwys
Lefapha la Thuto

NORTH WEST PROVINCIAL GOVERNMENT