

# Department of Education

## Senior Physical Resources and Facilities Manager

**Directorate: Physical Resources and Facilities Planning Management Services**

**All-inclusive remuneration package: R685 200 per annum (SL 13) (Ref. K78374/1)**

**Mmabatho**

**Requirements:** • Bachelor's degree in Engineering, preferably in Civil, Building or Construction or equivalent • More than ten years' technical experience in the field of infrastructure, construction and contract management of which five years should have been at managerial level • Registration as a Professional Project or Construction Manager with the relevant professional bodies (SACPM) • Valid driver's licence.

**Knowledge:** • The public sector and its regulatory and legislative framework • The Occupational Health and Safety Act • Public sector financial management reporting requirements • Broad knowledge relating to the built industry's regulations and processes • Intergovernmental protocols and etiquette.

**Core management competencies:** • Strategic capability and leadership • Client orientation and customer focus • Financial management • People management and empowerment • Exceptional communication skills (both verbal and written) • Proven management skills and track record in the preparation, implementation and management of strategic, exceptional operation and financial plans and projects • Ability to interact and liaise with a diverse audience range • Ability to display high levels of tact and diplomacy in providing/obtaining sensitive information • Proven computer literacy, including MS Word, Excel, PowerPoint • Sound understanding of website and Internet development and management.

**Key performance areas, inter alia, include:** • Physical resource planning • Capital project management • Implementation of the Infrastructure Delivery Improvement Plan (IDIP) • Directorate administration, management and control.

**Short-listed candidates will be subjected to a security clearance and competency test. It will be required of the successful candidate to sign a performance agreement.**

**Enquiries:** Dr E Pedro, tel. (018) 389-8190.

## Senior Supply Chain Management Manager

**Directorate: Supply Chain Management and Logistical Services**

**All-inclusive remuneration package: R685 200 per annum (SL 13) (Ref. K78374/2)**

**Mmabatho**

**Requirements:** • B Com degree or equivalent • Ten years' extensive experience in a public finance and procurement environment of which five years should have been at managerial level, preferably in the Supply Chain Management environment • Registration with the relevant professional bodies • Valid driver's licence.

**Knowledge:** • The Public Sector and its regulatory and legislative framework • Expert knowledge of Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Preferential Procurement Policy Framework • Provincial Supply Chain Management Regulations and Practice Notes • Broad-based Black Economic Empowerment Framework • Asset management control • Transport regulations and accommodation norms and standards.

**Core management competencies:** • Strategic capability and leadership • Client orientation and customer focus • Financial management • People management and empowerment • Exceptional communication skills (both verbal and written) • Proven management skills and track record in the preparation, implementation and management of strategic, exceptional operation and financial plans and projects • Ability to interact and liaise with a diverse audience range • Ability to display high levels of tact and diplomacy in providing/obtaining sensitive information • Proven computer literacy, including MS Word, Excel, PowerPoint • Sound understanding of website and Internet development and management.

**Key performance areas, inter alia, include:** • Demand management • Acquisition management • Assets and logistic management • Performance management • Directorate administration, management and control.

**Short-listed candidates will be subjected to a security clearance and competency test. It will be required of the successful candidate to sign a performance agreement.**

**Enquiries:** Mr A Suliman, tel. (018) 388-3498.

## Deputy HRD Manager

**Directorate: Human Resource Development Services**

**Sub-directorate: Skills Development Services**

**All-inclusive remuneration package R406 839 per annum (SL11) (Ref. K78374/3)**

**Mmabatho**

**Minimum qualification and experience:** • Appropriate tertiary qualification in Human Resource Development or REQV 14 in Education Management or equivalent with ten years' experience in spheres of Human Resource Development (Skills Development) of which two years should have been at middle management level • Valid driver's licence.

**Knowledge:** • Expert knowledge of the legislative and regulatory environment informing human resource development 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 • Requirements of the Skills Development Act, 1998 • Performance measurement and management/teacher development.

**Competencies and skills:** • Proven report-writing and presentation • Strong project management • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven interpersonal and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Skills auditing • Departmental Workplace Skills Plan • Learnerships and Internships management • Bursary administration • Subordinate supervision and management.

**Enquiries:** Ms E Lukhaimane, tel. (018) 388-2710/1.

## Assistant Administrative Manager (Gender and Disability Co-ordinator)

**Directorate: Strategic Management Services**

**Sub-directorate: Integrated Governance and Special Programme/Project Services**

**Basic salary: R206 982 per annum (SL9) (Ref. K78374/4)**

**Mmabatho**

**Minimum qualification and experience:** • Appropriate three-year tertiary qualification or equivalent with five to ten years' related experience in corporate management and governance of which three years must have been at managerial level • Valid driver's licence.

**Knowledge:** • The public sector and its regulatory and legislative framework • Sound knowledge of intersectoral and intergovernmental protocols and etiquette, departmental initiatives and programmes, administrative processes and procedures • The South African Human Rights and Transformational Landscape with regard to Designated Groups ie women, youth, children and persons with disabilities.

**Competencies and skills:** • Proven report-writing and presentation • Proven project management • Proven office administration skills relating to client relations and liaison, meeting co-ordination, function organisation, equipment management, logistical filling and record keeping • The ability to interact and liaise with a diverse audience range • Communication and information management • Customer focus

and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Developmental projects and programme co-ordination (ie implementation of the South African Human Rights and Transformational and Mainstreaming Programmes with regard to Designated Groups ie women, youth, children and persons with disabilities) • Intergovernmental relations and intersectoral collaboration • Committee secretarial support management • Staff supervision.

**Persons with disability will receive preference.**

**Enquiries:** Ms D Brander tel. (018) 388-4244.

## Assistant Compliance Manager

**Directorate: Internal Control Services**

**Division: Preventative and Detective Compliance Services**

**Basic salary: R206 982 per annum (SL9) (Ref. K78374/5)**

**Mmabatho**

**Minimum qualifications and experience:** • Recognised three-year tertiary qualification in Accounting Auditing, Human or Social or Economic Sciences or related field • Between five and eight years' relevant experience, of which two years must have been at managerial level with financial and/or supply chain compliance perspective • Appropriate training in internal control and compliance • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial and Supply Chain Management principles, methodologies, policies and procedures • Public sector financial management reporting requirements • WALKER financial management, BAS and LOGIS systems.

**Competencies and skills:** • Communication and information management • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven experience in financial and/or supply chain compliance testing, preferably in the public sector • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Pre-audit compliance • Post-audit compliance • Intra-divisional liaison • Division administration, management and control.

**Enquiries:** Mr FR Khunou, tel. (018) 388-2569.

## Risk Management Practitioner

**Sub-directorate: Internal Control Services**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/6)**

**Mmabatho**

**Minimum qualification and experience:** • B degree or National Diploma in Accounting/Auditing or Economic Science or any related field • Between three and five years' experience, preferably within a financial administration, management or control environment in the public sector • Appropriate training in risk management and control practices • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Risk management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, LOGIS, BAS and PERSAL systems.

**Competencies and skills:** • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Presentation.

**Key performance areas, inter alia, include:** • Risk management • Risk assessment • Risk profiling • Risk monitoring • Develop risk assessment plan.

**Enquiries:** Mrs R Mokoto, tel. (018) 388-1496.

## State Accountant

**Sub-directorate: Internal Control Services**

**Division: Inspection Services**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/7)**

**Mmabatho**

**Minimum qualification and experience:** • B degree or National Diploma in Accounting/Auditing or Economic Science or any related field or equivalent • Between three and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial and Supply Chain Management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Inspection framework formulation • Financial control and system assessment • Financial intervention administration and monitoring • Financial reporting.

**Enquiries:** Mr FR Khunou, tel. (018) 388-2569.

## State Accountant

**Sub-directorate: Internal Control Services**

**Division: Preventative and Detective Compliance Services**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/8)**

**Mmabatho**

**Minimum qualification and experience:** • B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between three and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Risk management principles and control practices, methodologies and procedures • Public sector financial management reporting requirements • WALKER, LOGIS, BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Pre-audit compliance • Post-audit compliance.

**Enquiries:** Mr FR Khunou, tel. (018) 388-2569.

## State Accountant

**Directorate: Financial Accounting Services**

**Sub-division: Taxation Services**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/9)**

**Mmabatho**

**Minimum qualification and experience:** • Bachelor's degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence will serve as an added advantage.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial principles, methodologies and procedures • Public sector financial management reporting requirements • BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel.

**Key performance areas, inter alia, include:** • Financial control and system assessment • Financial intervention administration and monitoring • Financial reporting • Tax reconciliation • IRP5 control.

**Enquiries:** Mr KE Mabe, tel. (018) 388-3477.

## State Accountant

**Directorate: Financial Accounting Services**

**Sub-division: Reconciliation and Revenue Services**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/10)**

**Mmabatho**

**Minimum qualification and experience:** • Bachelor's degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence will serve as an added advantage.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial and Supply Chain Management principles, methodologies and procedures • Public sector financial management reporting requirements • BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Workflow distribution, management and control • Account reconciliation and clearance • Monthly and annual system closure management • System code file management and control • BAS and PERSAL interface administration • PMDS administration.

**Enquiries:** Mr MM Mokgathe, tel. (018) 388-4210.

## State Accountant

**Directorate: Financial Management Services**

**Sub-directorate: Budget Planning, Management and Support Services (Corporate Centre)**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/11)**

**Mmabatho**

**Minimum qualification and experience:** • B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial Supply Chain Management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, LOGIS, BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Inspection framework formulation • Financial control and system assessment • Financial intervention administration and monitoring • Financial reporting.

**Enquiries:** Mr ZX Mtila, tel. (018) 388-3991.

## State Accountant (3 Posts)

**Directorate: Financial Management Services**

**Sub-directorate: Budget Planning, Management and Support Services (Learning Institutions)**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/12)**

**Mmabatho**

**Minimum qualification and experience:** • B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial and Supply Chain Management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, LOGIS, BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Inspection framework formulation • Financial control and system assessment • Financial intervention administration and monitoring • Financial reporting.

**Enquiries:** Mr MK Ntharapane, tel. (018) 388-3884.

## State Accountant

**Sub-directorate: Financial Accounting and Management Services**

**Sub-division: Budget Planning, Management and Support Services**

**(Office-based)**

**District: Ngaka Modiri Molema District Services**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/13)**

**Mafikeng**

**Minimum qualification and experience:** • B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial and Supply Chain Management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, LOGIS, BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Inspection framework formulation • Financial control and system assessment • Financial intervention administration and monitoring • Financial reporting.

**Enquiries:** Mr Z Shai, tel. (018) 388-1961.

## State Accountant

**Sub-directorate: Financial Accounting Services**

**Sub-division: Budget Planning, Management and Support Services (Learning Institutions)**

**District: Ngaka Modiri Molema District Services**

**Basic salary: R174 117 per annum (SL 8) (Ref. K78374/14)**

**Mafikeng**

**Minimum qualification and experience:** • B degree or National Diploma in Accounting or Economic Science or any related field or equivalent • Between two and five years' experience, preferably within a financial administration, management or control environment in the public sector • Valid driver's licence.

**Knowledge:** • Public sector and its regulatory and legislative framework • Financial and Supply Chain Management principles, methodologies and procedures • Public sector financial management reporting requirements • WALKER, LOGIS, BAS and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation • Communication • Client service focus • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.