

Department of Education

Deputy Director: Administrative and Secretarial Support (SL 11)

Sub-Directorate: Administrative and Secretarial Support

Salary: R896 436.00 p.a (All-inclusive remuneration package)

• **Ref No: K37348/01 • Corporate Centre-Mmabatho**

Minimum Requirements: • Appropriate NQF Level 7 (B Degree/Advanced Diploma) in Office Management/ Public Administration/Public Management/Social Science/Behavioural Sciences/Business Administration • Post-Graduate diploma qualification will be an added advantage • 3 to 5 years' supervisory experience in the Administration environment • A valid driver's license.

Knowledge of: • Broad knowledge of: Intergovernmental protocols and etiquette • Departmental initiatives and programs • Legislative prescripts governing the public service as well as administrative processes and procedures.

Competencies and skills: • Proven administrative skills relating to client relations and liaison, meeting coordination, function organisation, equipment, logistical scheduling, filing and record keeping • Ability to interact and liaise with a diverse audience range • Proven project management skills • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Willingness to work irregular hours and adhere to tight deadlines.

Key performance areas, inter alia, include: • Manage ministerial and HOD enquiries • Manage the provision of committee secretarial support • Provide support to HOD regarding Legislature/Parliament, Standing Committee and Executive Council and MEC's HEDCOM and Cluster meetings • Oversee office administration.

Enquiries: Dr T Phorabatho, Tel. (018) 388 3071/ 3407

Deputy Director: Internal Audit (SL 11)

Directorate: Internal Audit Services

Salary: R896 436.00 p.a (All-inclusive remuneration package)

• **Ref No: K37348/02 • Corporate Centre-Mmabatho**

Minimum Requirements: • Appropriate NQF Level 7 (B Degree/Advanced Diploma) in Auditing, Accounting, Finance or related field of study recognised by SAQA • Professional Internal Auditor (PIA) certificate would be an added advantage • A minimum of 5 years of relevant experience, with at least 2 to 3 years in functional internal audit roles and 3 years at a Middle Management or Assistant Director level within an audit environment.

Knowledge of: • Broad and specialised knowledge of and experience in:- • Fraud investigation techniques • Financial auditing principles and their application • The legislative prescripts governing the Public Service as well as all administrative processes and procedures • Internal Audit principles and theories.

Competencies and skills: • The ability to analyse processes and situations • High levels of:- • Integrity due to confidential nature of the information being processed • Diplomacy and tact are required due to the sensitive nature of this function • Proven computer literacy, including advanced MS Word, MS Excel, MS Powerpoint, Teammate and ACL.

Key performance areas, inter alia, include: • Facilitate performance auditing • Facilitate compliance auditing • Facilitate the implementation of risk assessment process • Facilitate development of audit plan • Sub-Directorate administration, management and control.

Enquiries: Ms M J Phuti, CIA, Tel. (018) 388 2103

Assistant Director: Intergovernmental & Stakeholder Relations (SL 09)

Sub-Directorate: Intergovernmental & Stakeholder Relations

Basic Salary: R468 459.00 p.a

• **Ref No: K37348/03 • Corporate Centre-Mmabatho**

Minimum Requirements: • Appropriate NQF Level 7 (B Degree/Advanced Diploma) in Public Administration/ Management • 3 years' supervisory experience at in Corporate Governance environment • A valid driver's license.

Knowledge of: • Thorough knowledge of: • Intersectoral and intergovernmental protocols and etiquette • Departmental initiatives and programs • Legislative prescripts governing the public service as well as administrative processes and procedures.

Competencies and skills: • Proven administrative skills relating to client relations and liaison with various stakeholders • Ability to interact and liaise with a diverse audience range • Proven project management skills • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Willingness to work irregular hours and adhere to tight deadlines.

Key performance areas, inter alia, include: • Coordinate Non-Governmental, Intergovernmental relations, International and Intersectoral collaboration • Coordinate stakeholder engagement and participation • Promote Public Private Partnerships • Coordinate the implementation of cluster collaborative agreements.

Enquiries: Dr T Phorabatho, Tel. (018) 388 3071/3407

Assistant Director: Administrative & Secretarial Support (SL 09)

Sub-Directorate: Administrative and Secretarial Support

Basic Salary: R468 459.00 p.a

• **Ref No: K37348/04 • Corporate Centre-Mmabatho**

Minimum Requirements: • Appropriate NQF Level 7 (B Degree/Advanced Diploma) in Public Administration/Management • 3 years at supervisory level in Office Administration environment • A valid driver's license.

Knowledge of: • Thorough knowledge of: • Intersectoral and intergovernmental protocols and etiquette • Departmental initiatives and programs • Legislative prescripts governing the Public Service as well as administrative processes and procedures.

Competencies and skills: • Proven office administration skills relating to client relations and liaison, meeting coordination, function organisation, equipment management, logistical scheduling, filing and record keeping • Ability to interact and liaise with a diverse audience range • Proven project management skills • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Willingness to work irregular hours and adhere to tight deadlines.

Key performance areas, inter alia, include: • Coordinate Non-Governmental, Intergovernmental relations, international and intersectoral collaboration • Coordinate stakeholder engagement and participation • Promote Public Private Partnerships • Coordinate the implementation of cluster collaborative agreements.

Enquiries: Dr T Phorabatho, Tel. (018) 388 3071/3407

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. The applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page. The new Z83 Form must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees.

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). 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 enquiry persons 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.

Applications should be forwarded to: The Superintendent-General, Department of Education, Private Bag X2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM - Recruitment Section. Alternatively, hand delivered at Block C (Offices C22 - C25) - Old Mmabatho High Hostels, Chief Albert Luthuli Drive. Contact Numbers for further assistance, Tel. (018) 388 2088/2165/3278/4016/4102.

Closing date: 24 October 2025

(Applications must have reached the Office by 16h00 pm on the closing date, otherwise they not be considered).



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA