

Deputy Director: Internal Audit (SL 11)

Directorate: Internal Audit Services

Salary: R932 292.00 p.a (All-inclusive remuneration package)

• Ref No: K37739/01 • Corporate Centre Mmabatho

Minimum Requirements: • An appropriate NQF Level 7 qualification in Internal Auditing, Auditing, Accounting, Finance, or equivalent qualification • Professional certification, such as Internal Audit Technician (IAT), will serve as an added advantage • A minimum of three (3) years' experience at the Assistant Director level within the Internal Audit environment, with a valid driver's license.

Knowledge of: • Public Finance Management Act (PFMA), Treasury Regulations, and other applicable public sector prescripts • Internal audit methodologies, techniques, and risk-based auditing • Application of the Global Internal Audit Standards (GIAS) • Quality Assurance and Improvement Programme (QAIP) • Governance, risk management, and internal control processes.

Competencies and skills: • Analytical and problem-solving skills • Planning and organisational skills • Report writing and communication skills • High level of integrity, professionalism, diplomacy, and confidentiality • Supervisory skills • Ability to work independently and under pressure • Computer literacy, including MS Word, Excel, PowerPoint, Teammate, and data analytics tools.

Key performance areas, inter alia, include: • Facilitate compliance, performance, and information technology audits • Coordinate and support internal audit operations and Audit Committee activities • Review audit working papers and reports to ensure quality and compliance with GIAS • Monitor implementation of audit action plans and follow-up audits • Provide functional support and supervision within the Directorate • Assist in the implementation of the QAIP and integrated assurance initiatives.

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

Deputy Director: Budget Planning, Management and Support (SL 11)

Directorate: Budget Planning, Management and Support Services

Salary: R932 292.00 p.a (All-inclusive remuneration package)

• Ref No: K37739/02 • Corporate Centre Mmabatho

Minimum Requirements: • Appropriate NQF Level 7 (B Degree/Advanced Diploma) in Financial/Business Management and/or Accounting • Three (3) - five (5) years' experience at Assistant Director level in financial management and/or budget and financial planning • A valid drivers' license.

Broad knowledge of: • The Public Sector and its financial management regulatory and legislative framework • Financial planning principles, methodologies and procedures • Public Sector financial management and budgeting reporting requirements • The WALKER financial management and PERSAL systems.

Competencies and skills: • The ability to design and implement internal systems and controls to ensure sound budgetary management • Proven management skills and a track record in the preparation, implementation and management of financial plans and budgets • Proven report writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel, MS Powerpoint.

Key performance areas, inter alia, include: • Compile and control Corporate budget • Manage financial analysis and information • Provide budgetary support • Sub-Directorate administration, management and control.

Enquiries: Mr X Z Mtila, Tel. (018) 388 3886

Senior Internal Auditor (SL 09)

Directorate: Internal Audit Services

Basic Salary: R487 197.00 p.a

• Ref No: K37739/03 • Corporate Centre-Mmabatho

Minimum Requirements: • Appropriate NQF Level 7 (B Degree/Advanced Diploma) with majors in Auditing/Internal Auditing and Accounting • Three (3) years' at supervisory level in the following Internal Audit aspects:- Internal Audit and control • Accounting • Law • Risk management • Fraud prevention and anti-corruption • A valid drivers' license.

Expert Knowledge 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, theories and application of global internal audit standards (GIAS).

Competencies and skills: • Ability to analyse processes and situations • Moderate level of:- • Integrity due to the confidentiality 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: • Supervise compliance auditing • Supervise performance auditing • Supervise information technology auditing • Ensure promotion of Corporate governance awareness • Ensure provision of Information Technology advice • Subordinate supervision and management.

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

Senior Legal Administrative Officer (OSD)(MR-6) x2 posts

Directorate: Legal Services

Basic Salary: R610 434.00 - R1 442 451.00 p.a

• Ref No: K37739/04 • Corporate Centre - Mmabatho

Minimum Requirements: • Appropriate NQF Level 8 (LLB Degree) PLUS Admittance as Advocate/Attorney • A "Top Secret" security clearance • Eight (8) years' appropriate post qualification legal experience in • Civil and Criminal Procedures • Labour Law • Company law • Interpretation of Statutes • A valid drivers' license.

Deep and thorough knowledge of: • The Public Sector and its regulatory and legislative framework • The department's processes and procedures, initiatives and strategic objectives • Uniform rules • Contract drafting, PFMA.

Competencies and skills: • Proven ability to:- Provide legal advice an a senior level • Interact on high profiled levels • Ability to interact and liaise with a diverse range on behalf of the department • Excellent report writing and presentation skills • Excellent communication skills, both verbal and written • Proven computer literacy, including advanced MS Word, MS Excel, MS Powerpoint

Key performance areas, inter alia, include: • Monitor and review departmental legislation • Establish educational legislation resource centre • Monitor the provision of litigation support • Monitor the provision of legal advisory support services.

Enquiries: Ms L Mogorosi, Tel. 072 047 5317

Legal Administration Officer (OSD)(MR-4)

Directorate: Legal Services

Basic Salary: R403 929.00 - R461 838.00

• Ref No: K37739/05 • Corporate Centre-Mmabatho

Minimum Requirements: • Appropriate NQF Level 8 (LLB Degree) PLUS Admittance as Advocate/Attorney • A "Top Secret" security clearance • Five (5) years' appropriate post qualification legal experience in • Civil and Criminal Procedures • Criminal and Labour Law • Law on Contracts • Interpretation of Statutes • A valid drivers' license.

Thorough knowledge of: • The Public Sector and its regulatory and legislative framework • The department's processes and procedures, initiatives and strategic objectives • Uniform rules, contract drafting and vetting, PFMA.

Competencies and skills: • Ability to interact and liaise with a diverse range on behalf of the department • Proven report writing and presentation skills • Excellent communication skills, both verbal and written • Proven computer literacy, including advanced MS Word, MS Excel, MS Powerpoint, Teammate and ACL.

Key performance areas, inter alia, include: • Coordinate legislation review process • Maintain educational legislation resource centre • Provide litigation support • Provide legal advisory support services.

Enquiries: Ms L Mogorosi, Tel. 072 047 5317

Assistant Director: Resource Demand (SL 09)

Directorate: Acquisition and Demand Management Services

Division: Resource Demand Services

Basic Salary: R487 197.00 p.a

• Ref No: K37739/06 • Corporate Centre, Mmabatho

Minimum Requirements: • An appropriate NQF Level 7 (B Degree/Advanced Diploma) in Finance and/or Procurement or equivalent qualification • Three (3) years' supervisory experience in a Public Finance and Procurement environment • A valid driver's license.

Thorough knowledge of: • Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Services Act and Regulations • Preferential Procurement Policy Framework • Broad Based Black Economic Empowerment Framework • WALKER Financial management system and LOGIS.

Competencies and skills: • Good communication skills both written and verbal • Analytical and problem-solving skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Develop procurement strategy and policy • Conduct needs assessment • Compile acquisition plan • Specification compilation or verification • Division administration, management and control.

Enquiries: Ms K N Mokalleng, Tel. (018) 388 4045

Assistant Director: Internal Control (SL 09)

Division: Internal Control Services

Basic Salary: R487 197.00 p.a

• Ref No: K37739/07 • Corporate Centre-Mmabatho

Minimum Requirements: • An appropriate NQF Level 7 (B Degree/Advanced Diploma) in auditing, Accounting, Financial Management, Internal Audit, or Cost & Management Accounting. (Accounting as a major subject) • Three (3) years relevant supervisory experience in Financial, Internal Control, Auditing or Supply Chain Compliance perspective • A valid drivers' license.

Thorough knowledge of: • 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 • The BAS financial management and WALKER systems.

Competencies and skills: • Proven experience of financial and/or Supply Chain compliance testing, preferably in the Public Sector • Proven report writing and presentation skills • Analytical and problem-solving skills • Proven computer literacy, including advanced MS Word, MS Excel, MS Powerpoint.

Key performance areas, inter alia, include: • Monitor compliance of legislations, policies, process and procedures • Coordinate implementation of audit recommendation • Monitor fraud and loss management and evaluation fraud prevention strategies • Ensure implementation of governance framework • Division administration, management and control.

Enquiries: Mr S L Pooe, Tel. (018) 388 3499

Assistant Director: Labour Relations

(Incapacity and Efficiency Management) (SL 09)

Division: Incapacity and Efficiency Management

Basic salary: R487 197.00 p.a

• Ref No: K37739/08 • Corporate Centre – Mmabatho

Minimum requirements: • Appropriate NQF Level 7 (Degree/Advanced Diploma) in Labour Relations and/or Labour Law • Three (3) years' experience at supervisory level in the field of Labour Relations • A valid driver's license.

Thorough knowledge of: • Thorough knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: • Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 • Conditions of service dispensation for Senior Management Services.

Competencies and skills: • Proven report-writing and presentation skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Monitor incapacity and efficiency management policies and procedures • Ensure that incapacity and efficiency management cases are processed • Compile trend analysis reports • Monitor case database • Supervise and manage subordinates.

Enquiries: Mr S S Ramong, tel. 082 475 2637

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 from 01 January 2021, which must be signed, initiated on every page.

The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees. Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit the requested documents will result in your application not being considered.

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. The office reserves the right to introduce other objective requirement/s should a need arise.

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, No. 3105 Chief Albert Luthuli Drive, MMABATHO. Contact Numbers for further assistance, Tel. (018) 388 2088/2165/3278/4016/4102.

Closing date: 24th July 2026

(Posted applications must have reached the Department by 16:30 pm on this date, otherwise otherwise they will not be considered).



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA