

Deputy Director: Dispute Resolution Directorate: Labour Relations

All-inclusive remuneration package: R733 257 per annum (SL 11)

• Ref No: K33231/1 • Corporate Centre-Mmabatho

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Labour Relations or Labour or equivalent qualification • 3-5 years' experience at junior managerial level in the field of Labour Relations • A valid driver's license.

Knowledge of: • Deep and Broad knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: The Collective Bargaining Framework • Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Conditions of service dispensation for Senior Management Services • Building construction • Property management.

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

Key performance areas, inter alia, include: • Develop departmental strategies and systems relating to dispute resolution mechanisms; including policies, procedures and processes • Create and manage case management database on all Labour related matters • Manage dispute resolution services • Ensure trends analysis • Ensure uniform implementation of Employee Relations guidelines, policies and directives within the department by providing Employee Relations training • Subordinate supervision and management.

Enquiries: Mr MV Seshibe, tel. (018) 388 5032

Deputy Director: Fraud and Anti-Corruption Sub-Directorate: Fraud and Anti-Corruption

All-inclusive remuneration package: R733 257 per annum (SL 11)

• Ref No: K33231/2 • Corporate Centre-Mmabatho

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Commerce or Auditing and Accounting and/or Forensic Auditing and Criminal Justice or equivalent qualification • 3-5 years' experience at junior managerial level in the following internal audit fields: • Forensic auditing • Internal audit and control • Accounting • Law • Risk management • Fraud prevention and anti-corruption • Membership to the Institute of Internal Auditors • A valid "Top Secret" security clearance • Having served Articles in Auditing/Accounting will serve as an added advantage • A valid drivers' license.

Knowledge of: • Broad and specialised knowledge of Internal audit principles • Legislative prescripts governing the Public Service as well as all administrative processes and procedures • Criminal Procedure Act; Prevention and Combating of Corrupt Activities Act; Protection of Information Act and the General Justice System • Public Service Anti-Corruption Strategy and Minimum Anti-Corruption Capacity Requirements.

Competencies and skills: • The ability to liaise effectively with private and state law enforcement agencies • Experience in identifying, developing and managing sources of information and evidence • Capacity to manage the investigation of complex cases • High levels of integrity due to the confidential nature of the information being processed • Diplomacy and tact are required due to the sensitive nature of the function • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Facilitate the development and implementation of fraud prevention and anti-corruption strategies • Facilitate the development and maintenance anti-corruption systems • Ensure the development of advocacy campaigns • Manage fraud and corruption investigation • Subordinate supervision and management.

Enquiries: Dr TPhorabatho, tel. (018) 388 3071

Deputy Director: HR Management Sub-Directorate: HR Management Services

All-inclusive remuneration package: R733 257 per annum (SL 11)

• Ref No: K33231/3 • Dr Ruth Segomotsi Mompoti District-Vryburg

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Human Resource Management/Administration or equivalent qualification • 3-5 years' experience at junior managerial level in Human Resource Management and Administration • A valid driver's license.

Knowledge of: • Deep and Broad 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 • Deep and broad knowledge of the IT systems associated with human resource management and administration [PERSAL and WALKER].

Competencies and skills: • Proven report-writing and presentation 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, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Manage Human Resource Administration Services • Manage Performance, Wellness and Safety Services • Manage Labour Relations Services • Subordinate supervision and management.

Enquiries: Ms MV Dithejane, tel (053) 928 0294

Deputy Director: Expenditure Monitoring and Reporting Sub Directorate: Expenditure Monitoring and Reporting

All-inclusive remuneration package: R733 257 per annum (SL 11)

• Ref No: K33231/4 • Corporate Centre-Mmabatho

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Financial/Business Management and/or Administration/Accounting or equivalent qualification • 3-5 years' experience at junior managerial level in financial planning and analysis • A valid driver's license.

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

Competencies and skills: • Proven report-writing and presentation skills • Proven project management skills • Ability to design financial models • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proficiency in the application of accounting concepts pertaining to public grant funding • Proficiency in preparing and managing cash balance for forecasts • Experience performing monthly financial closes • Experience working with external auditors.

Key performance areas, inter alia, include: • Monitoring budget implementation progress and identify variances against budget • Reconcile compensation of employee expenditure • Manage the virement process and assess impact on services delivery • Facilitate preparation of monthly and quarterly reports • Coordinate and consolidate reports in terms of DORA Subordinate supervision and management.

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

Deputy Director: Quality Life Directorate: Employee Health and Wellness

All-inclusive remuneration package: R733 257 per annum (SL 11)

• Ref No: K33231/5 • Corporate Centre-Mmabatho

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Behavioural Sciences Plus registration with the relevant Council or equivalent qualification • 3-5 years' experience at junior managerial level in spheres of Health and Safety • A valid driver's license. • A valid driver's license.

Knowledge of: • Deep and Broad knowledge of the legislative and regulatory environment informing human resource management and employee health and safety, including, but not limited to:- Labour Relations Act; Basic Conditions of Employment Act; Public Service Act and Regulations; Employment Equity Act; Health and Safety Act • Specialised knowledge of employee health and safety practices • Knowledge of the IT systems associated with human resource management and administration.

Competencies and skills: • Proven report-writing and presentation skills • Proven 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, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Manage the formulation and implementation of Safety, Health, Environment, Risk and Quality (SHERQ) Policy • Facilitate Employee Assistance Service • Facilitate Employee Workplace Safety Service • Subordinate supervision and management.

Enquiries: Mr OM Motang, tel. (018) 388 3602

Deputy Director: Occupational Health Directorate: Employee Health and Wellness

All-inclusive remuneration package: R733 257 per annum (SL 11)

• Ref No: K33231/6 • Corporate Centre-Mmabatho

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Behavioural and/or Health Sciences Plus registration with the relevant Council or equivalent qualification • 3-5 years' experience at junior managerial level in spheres of Health and Safety • A valid driver's license.

Knowledge of: • Deep and Broad knowledge of the legislative and regulatory environment informing human resource management and employee health and safety, including, but not limited to:- Labour Relations Act; Basic Conditions of Employment Act; Public Service Act and Regulations; Employment of Educators Act and Regulations; Employment Equity Act; Health and Safety Act • Specialised knowledge of employee health and safety practices • Knowledge of the IT systems associated with human resource management and administration.

Competencies and skills: • Proven report-writing and presentation skills • Proven 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, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Manage Workplace HIV/AIDS & TB Programme • Manage Health and Productivity in the workplace • Facilitate Employee Workplace Safety Service • Manage the establishment of Departmental Occupational Health Policies • Subordinate supervision and management.

Enquiries: Mr OM Motang, tel. (018) 388 3602

Assistant Director: SHERQ Division: Safety, Health, Environment, Risk and Quality Management

Basic salary R376 596 per annum (SL 09)

• Ref No: K33231/7 • Corporate Centre-Mmabatho

Requirements: • Appropriate 3 Year National Diploma in Safety management or equivalent qualification (PLUS training in SAMTRAC + IT IS - NOSA) • 3 years' relevant experience • A valid driver's license.

Knowledge of: • Thorough knowledge of the legislative and regulatory environment informing workplace safety, including, but not limited to:

- Good knowledge of the Occupational Health and Safety Act, 1993;
- Labour Relations Act, 1995;
- Basic Conditions of Employment Act, 1997.
- General knowledge of the health and safety environment.

Competencies and skills: • Proven report-writing and presentation 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, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Develop, implement and monitor compliance with the Safety, Health, Environment and Risk Quality • Develop Occupational Health and Safety Framework • Establish Occupational Health & Safety Structures/Committees • Monitor Occupational Health and Safety Inspections • Develop, implement and monitor Safety, Health, Environment, Risk Quality management system • Evaluate and analyse possible risk factors that impact on the organisation in terms of environmental, health, safety and risk • Subordinate supervision and management.

Enquiries: Mr OM Motang, tel. (018) 388 3602

Assistant Director: Salary Payment and Taxation Division: Salary Administration Services

Basic salary R376 596 per annum (SL 09)

• Ref No: K33231/8 • Corporate Centre-Mmabatho

Minimum qualification and experience: • An appropriate 3 year National Diploma/B Degree (NQF Level 6/7) qualification in Financial Management/Accounting equivalent qualification • 3 years' supervisory experience in financial administration • A valid driver's license.

Knowledge of: • The Public Sector and its financial management and regulatory and legislative framework • Salary and payroll management, administration and control principles, methodologies and procedures • Public Sector financial management and financial reporting requirements • The WALKER financial management and PERSAL systems.

Competencies and skills: • Proven management skills and a track record in salary payment and taxation • The ability to implement internal systems and controls to ensure sound salary and payroll management • Proven report writing skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Implement salary payment systems and frameworks • Oversee salary payments • Oversee taxation recovery and reconciliation • Division administration, management and control.

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

Assistant Director: Paysheet Control and Financial Registry Division: Salary Paysheet Control and Financial Registry Services

Basic salary R376 596 per annum (SL 09)

• Ref No: K33231/9 • Corporate Centre-Mmabatho

Minimum qualification and experience: • An appropriate 3 year National Diploma/B Degree (NQF Level 6/7) in Financial Management/Accounting equivalent qualification • 3 years' supervisory experience in financial administration • A valid driver's license.

Knowledge of: • The Public Sector and its financial management and regulatory and legislative framework • Salary and payroll management, administration and control principles, methodologies and procedures • Public Sector financial management and financial reporting requirements • The WALKER financial management and PERSAL systems.

Competencies and skills: • Proven management skills and a track record in salary administration; management and controls of payrolls • The ability to implement internal systems and controls to ensure sound salary and payroll management • Proven report writing skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Implement paysheet control systems and frameworks • Ensure paysheet control • Ensure management of financial registry • Division administration, management and control.

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

State Accountant Sub Directorate: Expenditure Monitoring and Reporting Services

Basic salary R257 508 per annum (SL 07)

• Ref No: K33231/10 • Corporate Centre-Mmabatho

Minimum qualification and experience: • An appropriate 3 year National Diploma/B Degree (NQF Level 6/7) qualification in Financial Management or Accounting or equivalent qualification • 0-2 years' experience financial management or budgeting and financial planning • A valid driver's license.

Knowledge of: • Understanding financial management as implemented in government and within the context of infrastructure budgeting and spending • Sound knowledge of PFMA/Division of Revenue Act/ Treasury Regulations/Practice Notes/Instructions/Circulars • Departmental Supply Chain Management Policies, Procedures and Delegations • Promotion of Access to information Act of 2000 • Promotion of Administrative Justice Act of 2000 • South African Schools Act • National Archives Act.

Competencies and skills: • Proven report writing skills • Understanding the Education service delivery platform, indicators and service plan as well as how they link with infrastructure • Understanding different information management systems relevant to the work of the Chief Directorate: Infrastructure and how to extract and interpret financial data and information • Undertake a risk analysis and undertake risk mitigation strategy • Understand the role and legal obligations of role-players at all three spheres of government and public entities • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Perform financial data analyses and validations regarding programmes, projects, reporting and monitoring • Conduct financial administration for all infrastructure programmes and projects • Perform budget administration within the Chief Directorate: Infrastructure • Compliance to the financial policies and prescript.

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

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 this post.

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 **new 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).

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an aevaluation 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 enquiries 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 post.

Applications should be forwarded to: **The Superintendent-General, Department of Education, Private Bag X2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM-Recruitment Section, Auxiliary Services Building (Alternatively, Hand Deliver At The Main Gate-Old Mmabatho High Hostels), Chief Albert Luthuli Drive. Contact Numbers for further assistance,** tel. (018) 388 4102/4016/2088/2165

Closing date: 03 September 2021



education

Lefapha la Thuto la Bokone Bophirima
Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE