

Department of Education

Deputy Director: Financial Management

Sub-Directorate: Financial Management Services

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

• Ref No: K33512/01 • Ngaka Modiri Molema District Services

• Mahikeng

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) qualification in Business Management/Administration/Accounting or equivalent • 3-5 years' experience at junior managerial level in spheres of financial management that includes: Financial; Supply Chain Administration; Management and Control; Selection and acquisition of learner support material • A valid drivers' license.

Knowledge: • Deep and broad knowledge of: The Public Sector and its regulatory and legislative framework • Public Sector Management reporting requirements • The WALKER Financial Management, LOGIS and PERSAL systems • Financial planning and human resource management principles, methodologies and procedures • Proven knowledge and experience regarding supply chain management procedures.

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

Key performance areas, inter alia, include: • Manage District financial services • Manage District supply chain services • Manage the provision of Learning and Teaching Support Material (LTSM) to learning institutions • Sub-Directorate administration, management and control.

Enquiries: Mr SD Ntlabathi, tel. (018) 388 1964

Deputy Director: Corporate Support Services

Sub-Directorate: Corporate Support Services

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

• Ref No: K33512/02 • Ngaka Modiri Molema District Services

• Mahikeng

Requirements: • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) qualification in Public Administration or equivalent • 3-5 years' experience at junior managerial level in the following spheres of corporate management: Information Communication Technology; Infrastructure and resource managements; Communication, security and record management • A valid drivers' license.

Knowledge: • Deep and broad knowledge of: The Public Sector and its regulatory and legislative framework • Public Sector Management reporting requirements • The WALKER Financial Management, LOGIS and PERSAL systems.

Competencies and skills: • The ability to design and implement internal systems and controls to ensure sound management • Proven report writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Manage the provision of Information Communication Technology (ICT) • Manage the provision of internal and external communication services • Manage the provision of physical resources and facilities management services • Manage security; record and auxiliary services • Sub-Directorate administration, management and control.

Enquiries: Mr SD Ntlabathi, tel. (018) 388 1964

General Instructions

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 **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 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 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 appointment to the advertised posts.

Applications should be forwarded to the following physical address: Office: Ngaka Modiri Molema District Services, Physical address: 10 Nelson Mandela Drive, Piet Hugo Building, Mahikeng.

Enquiries: Ms N Mothusi, Tel. (018) 388 3108

Closing date: 12 November 2021

(Posted applications must reach the Department by 16:00 pm on the closing date, otherwise they will not be considered).



education

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