

Department of Education

BAS: Controller Sub-Directorate: Systems Control

All-inclusive remuneration package: R733 257 per annum (SL11)

• Ref. K33627/1 • Corporate Centre

• Mmabatho

Requirements: • Appropriate 3-year National Diploma/B Degree (NQF Level6/7) or equivalent qualification in Financial/Business Management/Administration/Accounting • 3-5 years' junior managerial experience in financial administration and accounting in the field of BAS (Basic Accounting System) • A valid driver's license.

Knowledge of: • Broad knowledge of the Public Sector and its financial management regulatory and legislative framework • Financial management, administration and control principles, methodologies and procedures • Public Sector financial management and financial reporting requirements • BAS financial management and (PERSAL as an added advantage).

Competencies and skills: • Proven report writing, analytical, financial management and presentation skills • Proven track record in the administration, management and control of revenue, debtors, expenditure, taxation, suspense accounts and financial statements • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Plan, implement, assess and maintain BAS • Monitor and report performance of inter-linked systems [BAS/PERSAL as an added advantage/WALKER] and other systems • Implement and maintain security measures • Provide user support and coordinate training for BAS users • Financial reporting • Sub-Directorate administration, management and control.

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

Deputy Director: Accounting Services

Sub-Directorate: Accounting Services

All-inclusive remuneration package: R733 257 per annum (SL11)

• Ref. K33627/2 • Corporate Centre

• Mmabatho

Requirements: • Appropriate 3-year National Diploma/B Degree (NQF Level6/7) or equivalent qualification in Financial Management and Accounting • 3-5 years' experience at junior managerial level in financial administration and accounting • A valid driver's license

Knowledge of: • Broad knowledge of the Public Sector and its financial management regulatory and legislative framework • Financial management, administration and control principles, methodologies and procedures • Public Sector financial management and financial reporting requirements • The WALKER, financial management and (PERSAL as an added advantage) systems.

Competencies and skills: • Proven report writing and presentation skills • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven management skills and a track record in the administration, management and control of revenue, debtors, expenditure, taxation, suspense accounts and financial statements • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Ensure compliance with financial accounting systems and frameworks • Manage provision of creditor payments • Manage debt collection • Manage provision of reconciliation and revenue and bank • Ensure financial reporting • reporting • Sub-Directorate administration, management and control.

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

Deputy Director: Acquisition and Demand Management

Sub-Directorate: Acquisition and Demand Management Services

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

• Ref No: K33627/3 • Corporate Centre

• Mmabatho

Requirements: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) qualification in Supply Chain Management/Procurement or equivalent • 3-5 years' experience at junior managerial level in the Public Finance and Procure environment • A valid drivers' license.

Knowledge of: • Deep and broad knowledge of:- Supply Chain Management Framework and Act; PFMA and Treasury Regulations; Provincial Supply Chain Management Regulations and Practice Notes; Public Service Act and Regulations; Preferential Procurement Policy Framework; Broad Based Economic Empowerment Framework; Asset management and control; WALKER financial management system and LOGIS.

Competencies and skills: • Strong planning and co-ordination abilities • Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects • Excellent communication skills both written and verbal • Demonstrative ability to analyse policy and apply it effectively to operational issues • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Manage Resource Demand • Manage Acquisition Planning • Manage Supply Chain Management Performance • Sub-Directorate administration, management and control.

Enquiries: Mr K Tsogang, tel. (018) 388 4045

Assistant Director: Resource Demand

Division: Resource Demand Management Services

Basic salary: R376 596 per annum (SL 09)

• Ref No: K33627/4 • Corporate Centre

• Mmabatho

Requirements: • Appropriate 3-year National Diploma/B Degree or equivalent (NQF level 6/7) in Financial and/or Business Management/Administration or Accounting • 3 years' supervisory experience in the Public Finance and Procure environment • A valid driver's license.

Knowledge of: • Thorough knowledge of: - Supply Chain Management Framework and Act; PFMA and Treasury Regulations; Provincial Supply Chain Management Regulations and Practice Notes; Public Service Act and Regulations; Preferential Procurement Policy Framework; Broad Based Economic Empowerment Framework; Asset management and control; WALKER financial management system and LOGIS.

Competencies and skills: • Good communication skills both written and verbal • Sound policy drafting skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

Key performance areas, inter alia, include: • Develop Procurement Strategy and Policy • Conduct needs assessment • Compile Acquisition Plan • Division administration, management and control.

Enquiries: Mr K Tsogang, tel. (018) 388 4045

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 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 4102/4016/3278/2088/2165

Closing date: 03 December 2021

(All applications must have reached the Department by 15H00 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