

- POST** : **DIRECTOR: BUDGET PLANNING AND FINANCIAL REPORTING**
- SALARY** : **ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM**
- CENTRE** : **Head Office – Zwelitsha (Ref No: EDU 200)**
- REQUIREMENTS** : A relevant degree in Commerce, with Accounting as a or diploma with Accounting as a major or equivalent, supported by extensive appropriate experience and a strong background in Management Accounting, IT and Administration. A minimum of 5 years at Middle Management in the Finance Management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management, Government Budget Cycles, Division of Revenue Act (DORA) and other relevant legislation. Advanced knowledge of Financial Management processes and procedures. Extensive experience in planning, budgeting and expenditure monitoring. Decision-making and in-year monitoring skills. Ability to negotiate and improve workflow processes. Advanced computer literacy and knowledge of government accounting systems and software (BAS, PERSAL, LOGIS and the use of standard accounting packages). A demonstrated understanding of relevant government policy matters and keeping abreast of all amendments thereof.
- RESPONSIBILITIES** : Report directly to the Chief Director: Financial Management. Responsible for all staff members within the Directorate. Compile and manage departmental budget cycle including credible budget submissions internally and externally. Monitor and evaluate budgeting for the Department based on departmental priorities, new policies and past financial programme/ sub-programme performance. Provide monthly reports to all external strategic control points both provincial and national. Manage rates of remuneration according to cash flow and National/Provincial budget guide. Develop operational budget for the line managers to

incorporate in their operational plans that are aligned to the Department's strategic plans. Responsible for compilation and reporting on in-year monitoring (IYM) of departmental expenditure. Scrutinise programme managers reports to ensure that the reports link financial and non-financial performance information to give an overall picture of the department's performance. Perform expenditure trend analysis and expenditure pattern within the Department and put early warning systems in place to monitor cash flow. Ensure that reported variances are analysed and used as a basis for taking corrective action. Ensure that expenditure monitoring and forecasting take into account accruals where applicable. Assist and support the Chief Director, CFO branch and the Accounting Officer with the implementation of the Public Finance Management Act. Assist and support management in developing and maintaining an effective system of internal monitoring, control of budget utilisation and expenditure analysis. Review and monitor financial and administrative policies and procedures in relation to budget and expenditure analysis and trends.

- POST** : **DIRECTOR: SALARY PAYMENT SERVICES**
- SALARY** : **ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM**
- CENTRE** : Head Office - Zwelitsha (Ref No: EDU 201)
- REQUIREMENTS** : A relevant degree in Commerce, with Accounting as a major or diploma with Accounting as a major or equivalent supported by extensive appropriate experience and strong background in financial management, Information Technology and Administration. A minimum of 3 to 5 years at Middle Management in the Finance environment or an appropriate Accounting field experience at Middle Management government accounting systems (BAS and PERSAL), Advanced computer literacy and knowledge of good knowledge of PERSAL , Easy-File and the use of standard accounting packages. Knowledge of the PFMA, Treasury Regulations, South African Schools Act, Supply Chain Management, Division of Revenue Act (DORA), HR prescripts and other relevant legislation. Advanced knowledge of financial management processes and procedures. Extensive experience in creditor's payments and transfer payment systems, reconciliation and expenditure management. Budgeting and expenditure monitoring, decision-making, planning and in-year monitoring skills. Ability to identify and improve workflow processes and an

understanding of current trends in expenditure management and policy matters. A valid driver's license.

- RESPONSIBILITIES** :
- Report direct to the Chief Director: Financial Management. Responsible for all staff members in the Directorate. Render payment services in respect of all salary payments and related salary payments (3rd party payments & leave gratuity payments) in accordance with applicable legislations. Ensure that salary payment systems are managed and controlled effectively and efficiently resulting in timely reports to top management. Ensure that all salary payments and 3rd party payments are appropriately reconciled and records adequately maintained. Effective payroll management and appropriate reporting and follow-up on reported deviations. Accurate reporting on compensation of employee's expenditure during the budget and monthly expenditure monitoring processes. Responsible for compilation and monitoring of weekly cash flow requisitions in respect of compensation of employees expenditure. Perform weekly / monthly reconciliations including PAYE reconciliations to SARS, BAS/PERSAL Reconciliations. Clear all salary related suspense accounts on monthly basis. Responsible for managing the risk associated with payment services in your area of responsibility. Report on conditional grants salary related payments and its cash flow management thereof. Report monthly outstanding financial obligations of the department, assist and support the Chief Director, CFO branch and the Accounting Officer with the implementation of the Public Finance Management Act. Assist and support management in developing and maintaining an effective system of internal monitoring, control of payment within 30 days and managing of cash flow. Review and monitor financial and administrative policies and procedures in relation to expenditure analysis and trends.
- POST** : **DIRECTOR: GENERAL AND TRANSFER PAYMENT SERVICES**
- SALARY** : **ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM**
- CENTRE** : Head Office – Zwelitsha (Ref No: EDU 202)
- REQUIREMENTS** : A relevant degree in Commerce, with Accounting as a major or diploma with Accounting as a major or equivalent supported by extensive appropriate experience and strong background in

financial management, Information Technology and Administration. A minimum of 3 to 5 years at Middle Management in the Finance environment or an appropriate Accounting field experience at Middle Management. Advanced computer literacy and knowledge of government accounting systems (BAS, PERSAL and LOGIS) and the use of standard accounting packages. Knowledge of the PFMA, Treasury Regulations, South African Schools Act, Supply Chain Management, Division of Revenue Act (DORA) and other relevant legislation. Advanced knowledge of financial management processes and procedures. Extensive experience in creditor's payments and transfer payment systems, reconciliation and expenditure management. Budgeting and expenditure monitoring, decision-making, planning and in-year monitoring skills. Ability to identify and improve workflow processes and an understanding of current trends in expenditure management and policy matters. A valid driver's license.

RESPONSIBILITIES

: Report direct to the Chief Director: Financial Management. Responsible for all staff members in the Directorate. Render payment services in respect of all general payments made to suppliers & sundry in accordance with applicable legislations. Render payment services in respect of all transfer payments made to schools/institutions in accordance with applicable legislations. Ensure that payment systems are managed and controlled effectively and efficiently resulting in payment within 30 days and timely reports to top management. Evaluate annual financial statements of institutions and recommend corrective action where applicable. Ensure expenditure management responsibilities are in accordance with the annual performance plan aligned and linked to performance contracts of the programme managers. Responsible for compilation and monitoring of weekly cash flow requisitions in respect of goods and services and transfer payments. Perform weekly / monthly creditors and transfer payments reconciliations. Responsible for managing the risk associated with payment services in your area of responsibility. Report on conditional grants payments and cash flow management thereof. Report monthly outstanding financial obligations of the department Assist and support the Chief Director, CFO branch and the Accounting Officer with the implementation of the Public Finance Management Act. Assist and support management in developing and maintaining an effective system of internal monitoring, control of payment within 30

days and managing of cash flow. Review and monitor financial and administrative policies and procedures in relation to payments and expenditure analysis and trends.

<u>POST</u>	:	<u>DIRECTOR: COMMUNICATION AND CUSTOMER CARE</u>
<u>SALARY</u>	:	<u>ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM</u>
<u>CENTRE</u>	:	Head Office – Zwelitsha (Ref No: EDU 203)
<u>REQUIREMENTS</u>	:	<p>A recognized B degree or equivalent tertiary qualification in Communications, Journalism and/or related discipline. Five years' experience in the Communications environment at management level. A valid driver's license.</p> <p>Competencies: Advanced computer literacy, especially MS office applications. Core SMS management competencies including programme and project planning/management, ability to work under tight deadlines and beyond normal hours, above average time management, client orientation and communication skills.</p>
<u>RESPONSIBILITIES</u>	:	<p>To ensure effective internal and external communication.</p> <p>Responsible for drafting and implementing the Department's Communication Strategy. Ensure the mainstreaming of Batho Pele ethos and related service improvement standards through the Customer Care Platform. Work closely with website management to assist in ease of usability and content delivery. Develop and implement a performance management system to support the strategic plan of the directorate. Promote and evaluate the corporate image of the department. Provide support to the Head of Department and MEC on communication related matters. Establish and maintain sound relations with education with media partners by ensuring that media & public liaison system functions are properly coordinated. To establish and operate an effective customer care and call centre. Managing events and campaigns and editing official publications of the department. Provide support for speech writing assignment for the MEC and Head of Department. Manage promotion and marketing of the departmental website with a view to improve image of the department of education.</p>

<u>POST</u>	:	<u>DIRECTOR: INTERNAL AUDIT SERVICES</u>
<u>SALARY</u>	:	<u>ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM</u>
<u>CENTRE</u>	:	Head Office – Zwelitsha (Ref No: EDU 204)

REQUIREMENTS

: Appropriate degree or equivalent qualifications. A minimum of 8 years relevant experience in managerial position. A valid driver's licence.

Knowledge and Experience: Intimate Knowledge of: *The Public Service Legislation*Management of Diversity*Knowledge in Human Resource environment*Public Service Act*PFMA*Knowledge of risk management*Basic conditions of Employment Act*Educator Employment Act and Regulations*Batho Pele*Education related policies*Knowledge of institutional leadership/management*Knowledge in the application of public policy development models*Application of policy making processes and policy maintenance*Learning and teaching environment.

RESPONSIBILITIES

: The rendering of auditing services on the following: Financial procedures and control measures, Personnel functions with a financial impact (e.g. salaries, leave, records etc), Logistical functions with a financial impact (e.g. orders, payments, tenders etc.). Liaise with the Office of the Auditor General and co-ordinate all audit enquiries and responses. Advise and report on investigations conducted. Recommended Fire-Wall for the prevention of e-fraud and e-theft. Perform risk assessment. Liaise with the Auditor General's office, treasury and report on Financial Fraud to the Audit Committee. Represent the department on the Internal Audit Committee. Evaluate financial risk and recommend strategies to prevent it. Conduct compliance and project and systems performance audits. Effective management of human, physical and financial resources of the component.

POST

: **DIRECTOR: TELECOLLABORATIVE LEARNING AND TECHNOLOGY EDUCATION**

SALARY

: **ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM**

CENTRE

: Head Office – Zwelitsha (Ref no: EDU 205)

REQUIREMENTS

: A relevant degree in Public Administration or equivalent qualification plus 3 years experience at middle management level. An appropriate experience of 3-6 years in Public Service Administration. A clear understanding of Public Service Legislation, management of Diversity, Basic Conditions of Employment Act, Educators Employment Act and Regulations. A valid driver's license.

RESPONSIBILITIES

: **To develop innovative systems to support e-learning and Maths, Science and Technology.** To manage and co-ordinate the use of multi-media information communication services, including

resource centres. To develop and integrate the e-Learning policies into the curriculum through innovative systems. Ensure the appropriate development and selection of learning and teaching support materials to schools. Develop, maintain and co-ordinate the implementation of the provincial e-Learning framework. Oversee the development and functioning of school libraries and the processing of library materials. Establish and administer the ECDoE: Head Office Library and Information Service. Data warehousing of curriculum information and making it available to relevant stakeholders. Commission research in Curriculum related areas. Co-ordinate all education strategies and developmental programmes for Mathematics, Science and Technology Education (MSTE). Co-ordinate relevant Partnership Projects.

<u>POST</u>	:	<u>DIRECTOR: LABOUR RELATIONS</u>
<u>SALARY</u>	:	<u>ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM</u>
<u>CENTRE</u>	:	Head Office – Zwelitsha (Ref No: EDU 206)
<u>REQUIREMENTS</u>	:	<p>A relevant degree in Labour Relations or equivalent qualification. A minimum of 6-10 years management experience (Preferably Labour relations field experience). A valid driver's license.</p> <p>Knowledge of: Persal system, BAS system, Management of Diversity, PFMA, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Employment of Educators Act and Regulations, Treasury Regulations, Auditing procedures and standards, Financial management, administration and control principles, methodologies and procedures.</p>
<u>RESPONSIBILITIES</u>	:	<p>The Director Labour Relations is directly responsible to Chief Director HRM & D for performance, operations, and the realization of the performance agreement more specifically the following key result areas: Discipline, Grievance and dispute resolution, Collective bargaining. The rendering and monitoring of disciplinary services. The rendering and monitoring of grievances and dispute and dispute resolution services. The management of consultation and negotiations. The monitoring of implementation of arbitration awards and collective agreements. The management of labour relations with social partners. Effective management of human, physical and financial resources of the component.</p>
<u>POST</u>	:	<u>DIRECTOR: INCLUSIVE EDUCATION</u>
<u>SALARY</u>	:	<u>ALL INCLUSIVE SALARY SCALE OF R819 126-R964 902 PER ANNUM</u>

- CENTRE** : Head Office – Zwelitsha (Ref No: EDU 207)
- REQUIREMENTS** : Appropriate bachelor's degree in Social Sciences or equivalent and registration with SACE. A minimum of 5 years' experience in relevant middle management position. Exposure to the environment of Inclusive Education will be an added advantage.
Purpose: To provide leadership and management in the development, evaluation and implementation of policies, programmes and systems for learners with special education needs.
- RESPONSIBILITIES** : The provisioning of education services for learners experiencing barriers to learning. The development and maintenance of learner support for all learners with special education needs. The provisioning of institutional management and curriculum differentiation services for learners with special education needs, including learners in distress, in conflict with the law. The determination of norms and standards and policies for LSEN schools. Determination of policies and strategies to support gifted learners.

Note: CANDIDATES WILL BE REQUIRED TO UNDERGO VETTING PROCESSES

Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

INSTRUCTION TO CANDIDATES

Note: Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply. All shortlisted candidates will be required to undergo competency assessments. Appointment is subject to State Security Agency securing screening. Appointment is subject to signing of performance agreement and contract with the Department. Please note that communication will be limited to the short-listed candidates only.

NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of Chief Director: Human Resource Management and Administration, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605. Enquiries can be directed to: Mrs. NT Sipahlanga / Mr. MM Lokwe (040-6084064/4513).

Closing date: 30 June 2015

