

DEPARTMENT OF EDUCATION

INTERNAL ADVERT 11/2019

Date of issue: 01 November 2019

Closing Date: 15 November 2019

This advert is only applicable for current employees within the Department of Education

ADMINISTRATIVE OFFICER

CENTRE: SUPPORT TO CD: CURRICULUM MANAGEMENT
Notch: R 257,508 per annum (Salary Level 7) Centre: Head Office
Ref No: HR 01/11/19

REQUIREMENTS: An NQF 6 in Public Management/Administration qualification with a minimum of 3 years' relevant experience or a Matric with 8 years' experience in the relevant field. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Manage the diary of the Chief Director. Prepares the weekly schedule. Receives and log all incoming and outgoing correspondence. Circulate all correspondence to the relevant directorates. Responsible for the typing of information. Manage the filing of all documents. Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

ADMINISTRATIVE OFFICER

CENTRE: CURRICULUM ADMIN SUPPORT - GET
Notch: R 257,508 per annum (Salary Level 7) Centre: Head Office
Ref No: HR 02/11/19

REQUIREMENTS: An NQF 6 in Public Management/Administration qualification with a minimum of 3 years' relevant experience or a Matric with 8 years' experience in the relevant field. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

INSTRUCTIONS TO CANDIDATES

Applications can be forwarded through one of the following options:

All applications within Head Office should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605. Hand Delivery: The Department of Education, Human Resource

Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration. **Applications will not be accepted later than 12h00 on the closing date.**
IMPORTANT: Applicants must note that the Department is not liable for applications submitted elsewhere to reach the destination by the closing date.

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply.** APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

SIGNED ON 01 November 2019



CHIEF DIRECTOR: HRM&D

MR N TSHIBO