



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

GAUTENG DEPARTMENT OF EDUCATION

APPLICATIONS

: **HEAD OFFICE [HO]** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.
DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana TEL: (012) 846-3754
DISTRICT GAUTENG WEST [GW]: Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581,
DISTRICT, DISTRICT JOHANNESBURG SOUTH [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957 , **DISTRICT SEDIBENG EAST [SE]:** Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: TEL: (016) 440-1861.,
DISTRICT TSHWANE SOUTH [TS]: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi TEL: (012) 401 6363/5. **GAUTENG EAST [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0717, **DISTRICTS EKURHULENI NORTH (EN)** Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190,

CLOSING DATE **NOTE**

: **21 February 2020**
: The posts are open for all applicants internally and externally, however the internal learners, contract workers and previous interns will be given preference if they meet requirements of the advertised post. It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered.

POST

: **SENIOR ADMIN CLERK: REF NO: HO2020/01/44**
Directorate: Independent Schools

SALARY **CENTRE** **REQUIREMENTS:**

: R 173 703.00 per annum
: Head Office
: Matric/Grade 12. Clear knowledge and application of the concept. Good interpersonal and communication skills. Computer applications in office management including Ms Word, Excel, PowerPoint and Outlook.

ENQUIRIES : Ms. Rene Vermaak Tel No: 010 601 8057

POST : **SENIOR ACCOUNTING CLERK: REVENUE MANAGEMENT AND REPORTING REF NO: HO2020/01/48**
Directorate: Financial Accounting

SALARY : R 173 703.00 per annum
CENTRE : Head Office
REQUIREMENTS: Matric/Grade 12 with Accounting as a subject. Experience in finance environment will be additional advantage. Knowledge of Acts and Treasury Regulations, procurement procedures and other financial related policies. Knowledge of financial administration, Excel Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL, SAP, Excellent communication skills. Organizational skills, Ability to work under pressure and long hours during audit process.

DUTIES : Assist with management of revenue collection, management of petty cash, prepare monthly rental payments and reconciliation, Recovery of Debts in accordance with the acts and regulations (Daily) . Detect and prepare schedule fruitless and wasteful expenditure and clearing of suspense.

ENQUIRIES : Ms. Monica Madibo Tel: 011 355 0185

POST : **SENIOR ADMIN CLERK: TRANSPORT (2 POSTS) REF NO: EN2020/01/49**
Sub- Directorate: Finance & Administration
Unit: Office Service Pool

SALARY : R173 703 per annum
CENTRE : Ekurhuleni North District,
REQUIREMENTS : Matric/Grade 12. Knowledge of Transport policies (Subsidized and GG cars). Knowledge of Legislative frameworks applicable in the public sector. Good interpersonal skills, organizing ability, computer literacy and typing skills- Advance, Ms Word and Excel. Candidate must be in possession of a driver's license (Manual).

DUTIES : Participate in the rendering of the subsidized and g-Fleet administration services within the Department. Capture the log sheets at the end of the Month. Assists in administering the cost-effective utilization of government-owned fleet, eliminate and reduce fruitless expenditure. Issue of g-Fleet vehicles within the district. Assists in maintaining g-Fleet vehicles and subsidised asset register. Assists in facilitating the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Provide required information for monthly/ quarterly reports g-Fleet vehicles and subsidized. Capture the application forms for subsidized vehicles. Capture vehicle fuel claims and other related payments within prescribed timeframes. Participate in the implementation of the transport policy within GDE. Participate in administering g-Fleet and subsidised vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Assist in submitting the accident/damaged/stolen vehicles reports to the service provider and complete relevant register. Provide inputs in the reporting of alleged misuse and abuse of g Fleet vehicles. Provide inputs in the reporting of alleged fraudulent claims on subsidized vehicles. Assess driving skills of all users of government owned vehicles within GDE. Assists with inducting all users of subsidized vehicles on vehicle policies.

ENQUIRIES : Ms Emily Mochela, Tel: 011 746 8190

POST : **SENIOR ADMIN CLERK (2 POSTS)**
Sub Directorate: Transversal Human Resource Service
Section: Condition of Service

SALARY : R173 703.00 per annum
CENTRE : Gauteng North District **REF NO GN2020/01/50**, Tshwane South District **REF NO: TS2020/01/51**
REQUIREMENTS : Grade 12. One to two years' experience in Human Resource environment will be additional advantage. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to Public Administration, human resource administration, applied personnel research and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel and Presentation. Ability to function under

		pressure, Communication & interpersonal skills. Must have a valid Driver's License.
<u>DUTIES</u>	:	Provide support to the Districts/ Institutions with regards to leave matters and PILIR. Ensure the alignment of PERSAL establishment with the daily attendance register for Institutions. Provide Human Resource advisory services to the Institutions. Provide support to the Districts/ Institutions with regards to Conditions of Services matter i.e. compare payroll with staff attendance register and persal print out, process leave audit. Follow up queries until resolved and give feedback. Assist National Treasury on staff verification at the Institutions.
<u>ENQUIRIES</u>	:	Mr LA Phaswana, Tel No: 012 846 3641 (GN District), Mr Thabiso Mphosi, Tel No: 012 401 6363 (TS District)
<u>POST</u>	:	<u>SENIOR ACCOUNTING CLERK: REF NO: SE2020/01/53</u>
	:	Sub-Directorate: Finance and Administration
	:	Section: Finance and Management
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Sedibeng East District,
<u>REQUIREMENTS</u>	:	Matric/Grade 12 with Accounting as a subject. Experience in finance environment will be additional advantage. Knowledge of financial administration and application of financial prescripts such as PFMA, Treasury Regulations, SCOA, procurement procedures and other financial related policies. Knowledge of BAS (Basic Accounting System), PERSAL, SAP, E-Invoicing. Analytical skills, excellent communication skills. Organizational skills.
<u>DUTIES</u>	:	Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended other expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ virements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change.
<u>ENQUIRIES</u>	:	Mr S Mareletse, Tel No: 016 440 1718
<u>POST</u>	:	<u>SENIOR ACCOUNTING CLERK REF NO: GW2020/01/55</u>
	:	Sub- Directorate: Finance and Administration
	:	Section: Finance and Procurement
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Gauteng West District
<u>REQUIREMENTS</u>	:	Matric/Grade 12 with Accounting as a subject. Experience in finance environment will be additional advantage. Knowledge of Acts, special software / processes, Procedures, etc.) PFMA and Treasury Regulations, procurement procedures and other financial related policies. Knowledge of financial administration, public sector procurement and Supply Chain Management. Excel Access, Word and PowerPoint. Knowledge of BAS (Basic Accounting System), PERSAL, SAP, E-Invoicing, Verify and Excellent communication skills. Organizational skills, Ability to work under pressure and long hours during audit process

<u>DUTIES</u>	:	Process all supplier payment is made within 30 days. Verify supplier invoices. Process supplier invoices into SAP on time to meet the department payment commitments to service providers. Daily tracking of all payments. Invoice tracking daily, weekly and monthly reporting on all payment's status. Adheres to Payment Processing Internal Control and procedures. Compilation of sundry payment. Quality assures captured data into the system and detects error and correct data entry error at time of data entry. Check for duplicate payments and overpayments. Identify overpayments and duplicates payments. Initiate and administer Debt Take On process. Follow-up and resolve payment issues and queries from internal and external customers. Compile accruals submitted monthly, quarterly and yearly. Request. Request Early Warning report from GDF where all blocked payments are listed. Request Open GRV and Partially Paid Report as at the end of the reporting month from GRV Team. Co-ordinate and complete Payment Processing processes. Exercise judgment in evaluating completeness and accuracy of invoices submitted for payments. Administer documents routed from Process Director to webcycle. Identify and address all internal control weaknesses. Source documentation for Internal and External Audit purposes retrieved and submitted within 5 days. Honour request for information and meet deadlines. Administer efficiency in internal and external audit process. Investigate audit queries to ensure financial integrity of report. Administer audit recommendations. Execute and complete other tasks as delegated by the supervisor and other senior members of the Unit.
<u>ENQUIRIES</u>	:	Ms Louisa Dhlamini, Tel NO 011 660 45810 (GW District)
<u>POST</u>	:	<u>SENIOR PROVISIONING ADMIN CLERK (2 POSTS)</u>
	:	Sub-Directorate: Financial and Administration
	:	Section: Provisioning and Administration
<u>SALARY CENTRE</u>	:	R173 703 per annum
	:	Ekurhuleni North District REF NO: EN2020/01/56. REF No: Tshwane South District REF NO: TS2020/01/57
<u>REQUIREMENTS</u>	:	Matric/Grade 12 with Accounting as a passed subject. Relevant experience will be added advantage. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures Communication skills (verbal & written). Computer Literacy, Ms Word, Excel, Access. Typing skills, Ability to work under pressure and work in a team. Good interpersonal relations.
<u>DUTIES</u>	:	Administration and monitoring of Municipal Payments for Section 21 and Partial section 21 schools. Administration and monitoring of school fee compensation. Safekeeping of goods received and delivery thereof. Provisioning of administrative support for public schools. Control of equipment/stock (stocktaking). Track budget expenditure variants for partial section 21 Public Ordinary Schools. Procurement of goods and services for partial section 21 Public Ordinary Schools. Assist in reconciliation and monitoring of expenditure and Attend to Queries from Districts and Municipalities.
<u>ENQUIRIES</u>	:	Ms E Mochela, Tel (011) 746 8190 (EN District) Ms Thabiso Mphosi, Tel No: 012 401 6363 (TS District)
<u>POST</u>	:	<u>SENIOR ADMIN CLERK: REF NO: JS2020/01/59</u> Sub Directorate: Circuit Management and Support
<u>SALARY CENTRE</u>	:	R 173 703.00 per annum
	:	Johannesburg South District
<u>REQUIREMENTS:</u>	:	Matric/Grade 12. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and a communication skill (verbal and written). Administrative, analytical and organizational skills, computer literacy. Ability to work under pressure.
<u>DUTIES</u>	:	Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies

(goods & services). Administer the movement and disposal of assets. Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Administer petty cash requisitions. Render human resources administration and development support services. Handling basic enquiries and assisting clients.

ENQUIRIES

: Mr Patrick Sesane Tel No: 011 247 5944

POST

: **SENIOR ADMIN CLERK REF NO: GE2020/01/60**
Sub Directorate: Circuit Team Management

SALARY
CENTRE

: R173 703.00 per annum
: Gauteng East District

REQUIREMENTS

: Matric/Grade 12. Clear knowledge and application of the concept. Good interpersonal and communication skills. Computer applications in office management including Ms Word, Excel, PowerPoint and Outlook.

DUTIES

: Render general office support services with the Business Unit. Arrange meetings, venues, travel and accommodation. Draft agendas and take minutes. Prepare and type documents. Handle incoming and outgoing mail. Assist in drafting, formulation and follow up of submissions. Track files and correspondences. Maintain the condition of documents. Provide supply chain clerical support services within the business unit. Order and issue supplies (goods & services). Administer the movement and disposal of assets. Maintain the stock register for the office. Liaise with different suppliers for obtaining quotations. Update and maintain assets register and inventory. Assist with collation of information for quarterly report for assets and loss control. Render financial administration support services. Facilitate payment of orders for services rendered. Administer subsistence and travel claims. Administer petty cash requisitions. Render human resources administration and development support services. Handling basic enquiries and assisting clients.

ENQUIRIES

: Mr Mpho Leotlela Tel: (011) 736-0716