



## Education and Sport Development

Department of Education and Sport Development  
Departement van Onderwys en Sport Ontwikkeling  
Lefapha la Thuto le Tihabololo ya Metshameko

**NORTH WEST PROVINCE**

Taletso HRM & D Building,  
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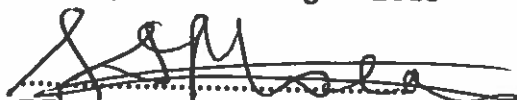
### HUMAN RESOURCE MANAGEMENT SERVICES

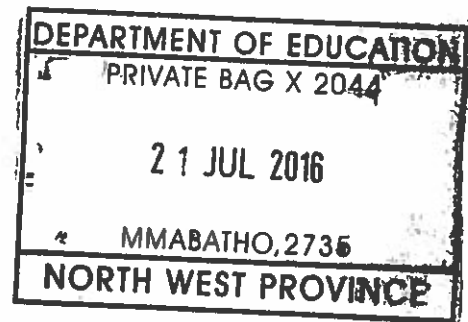
Reference: Filling of Posts  
Enquiries: Ms L.G Tsotetsi  
Telephone: (018) 388 3278  
Date: 21<sup>st</sup> July 2016

TO: Executive Managers  
Directors  
Deputy Directors  
Assistant Directors  
Area Office Managers  
Principals/Heads of Learning Institutions  
All Employees

#### DEPARTMENTAL PUBLIC SERVICE ACT STAFF VACANCY CIRCULAR NO.30 OF 2016

1. Attached hereto is a copy of an advertisement of PSA posts within the department.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
  - (a) Separate application form Z83 must be duly completed for each post,
  - (b) An application form must be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, identity document and driver's license, (where necessary)
  - (c) The post number must be quoted on each application form,
  - (d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement,
  - (e) Applications which are sent to the wrong address or reach their destination after the closing date will not be considered, and
  - (f) An envelope containing application forms must be forwarded to the relevant Office as indicated in the advertisement.
4. The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
5. Due to large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check your application. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.
6. Closing Date: 12 August 2016

  
DR IS MOLALE  
SUPERINTENDENT GENERAL



**Deputy Salary and Administration Manager (SL11)**  
**Sub-Directorate: Salary administration Services**  
**All-inclusive remuneration package: R612 822 per annum (Ref. K27041/1)**  
**Mmabatho**

**Minimum qualification and experience:** An appropriate tertiary qualification in Financial Management and Accounting • 10 years' experience in financial administration, of which five years should be at junior managerial level • A valid Code B drivers' license.

**Intimate knowledge of:** The public sector and its financial management regulatory and legislative framework • Salary and payroll management, administration and control principles, methodologies and procedures • Public sector financial management and financial reporting requirements • The WALKER financial management and PERSAL systems.

**Competencies and Skills:** Proven management skills and a track record in salary administration and the management and control of payrolls • Ability to design and implement internal systems and controls to ensure sound salary and payroll management • Communication and Information Management • Customer Focus and Responsiveness • Developing Others • Managing Interpersonal Conflict and Resolving Problems • Planning and Organising • Demonstrated understanding and skills relating to the performance and role of the PERSAL Salary Controller • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven report writing and presentation skills.

**Key performance areas, inter alia, include:** Salary administration and payroll control systems and frameworks • Salary administration • Payroll control • PERSAL control • Sub-Directorate administration • Management and control.

**Enquiries: Mr A Suliman**

**Tel no. 018 388 -4217**

**Assistant Salary Manager (SL 9)**  
**Directorate: Financial Accounting Services**  
**Sub-Directorate: Salary Administration Services**  
**Division: Salary Administration Services**  
**Basic Salary: R311 784 per annum (Ref. K27041/2)**  
**Mmabatho**

**Minimum qualification and experience:** An appropriate tertiary qualification in Financial Management and Accounting or equivalent with five (5) to ten (10) years experience in the spheres of financial administration of which at least (3) three years should have been at supervisory level. • A Valid driver's license.

**Intimate Knowledge of:** The public sector and its financial Management regulatory and legislative framework • Salary and payroll management, administration and control principles, methodologies and procedures • Public sector financial management and financial reporting requirements • The WALKER financial management and PERSAL systems.

**Competencies and Skills:** Proven management skills and a track record in salary administration, and the management and control of payrolls • Ability to implement

internal systems and controls to ensure sound salary and payroll management  
•Communication and Information management (Proven interpersonal skills and good verbal and written communication in English)• Sound policy drafting skills• Customer focus and responsiveness• Developing others • Managing interpersonal conflict and resolving problems• Planning and organising • Proven report writing and presentation skills• Proven computer literacy, including advanced MSWord, MS Excel and MS Power point.

**Key performance areas, inter alia, include:** Salary Administration and payroll control systems and frameworks•Salary Administration and Taxation•Financial Registry Management • Payroll Control • Division administration, management and control.

**Enquiries: Mr Simon Motshabi**

**Tel no.018 388- 3026**

**State Accountant (SL 8)**  
**Directorate: Financial Accounting Services**  
**Sub-Directorate: Salary Administration Services**  
**Sub - Division: Salary Payment Services**  
**Basic Salary R 262 272 per annum (Ref. K27041/3)**  
**Mmabatho**

**Minimum qualification and experience:** An Appropriate tertiary qualification in financial Management, between two (2) and five (5) years relevant experience in Financial Administration, management or control environment in the public sector  
•A valid driver's license.

**Knowledge of:**The public sector and its financial Accounting regulatory and legislative framework •Salary administration principles, methodologies and procedures •Public sector financial Accounting reporting requirements

**Competencies and Skills:** Proven skills in the allocation of transactions to subordinates • Demonstrate understanding of salary-related suspense account reconciliation• Proven computer literacy, including MSWord, MSExcel • Proven report writing skills Proven report writing skills• Good communication skills both written and verbal• Customer focus and responsiveness •Proven Knowledge and experience of the PERSAL and WALKER administration and management systems, specifically relating to salary administration functions and the management of suspense accounts, respectively.

**Key performance areas, inter alia, include:** Workflow distribution, management and control • PERSAL and WALKER System transaction administration, management and control• Salary recall and PERSAL salary reversal administration, management and control • Salary and PERSAL enquiry management and control. • Performance management and development system (PMDS) administration. BAS/PERSAL reconciliation

**Enquiries: Ms Motshabi Haraba**

**Tel no.018 388 3120**

**Assistant Resource Demand Manager (SL9)**  
**Directorate: Supply Chain Management and Logistical Services**  
**Sub-Directorate: Demand Management and Planning Services**  
**Basic salary: R311 784 per annum (Ref. K27041/4)**  
**Mmabatho**

**Minimum qualification and experience:** An appropriate tertiary qualification in Finance and /or Procurement. Between (5) and (10) years with (3) years' supervisory experience in a public finance and procurement environment • A Valid driver's licence.

**Knowledge of:** Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes; Public Services Act and Regulations • Preferential Procurement Policy Framework • Broad Based Black Economic Empowerment Framework • Walker and BAS system.

**Competencies and skills:** Good communication skills both written and verbal. • Sound policy drafting skills • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint.

**Key performance areas, inter alia, include:** Implement Supply Chain management policies and procedures in the department, Coordinate and attend bid specification committee meetings, Establish a departmental procurement plan, Monthly monitoring of procurement plan, Identify different sourcing strategies for the department, Supervise, develop and manage employee's performance and accordance with Performance Management Development System, Develop departmental data base.

**Enquiries: Ms. H. Phiri**

**Tel no.: 018 388 -2215/4045**

**Assistant Procurement Manager (SL9)**  
**Directorate: Supply Chain Management and Logistical Services**  
**Sub-Directorate: Acquisition and Demand Management Services**  
**Division: Procurement Services**  
**Basic salary: R311 784 per annum (Ref. K27041/5)**  
**Mmabatho**

**Minimum qualification and experience:** An appropriate tertiary qualification in Finance and /or Procurement • Between 5 and 10 years with 3 years' supervisory experience in the spheres of public finance and procurement services • A Valid driver's licence.

**Knowledge of:** Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Services Act and Regulations.

**Competencies and skills:** Strong planning and co-ordination abilities • Good ability to apply policy effectively to operational issues • Good communication skills both written and verbal • Customer focus and responsiveness • Ability to develop

others • Managing interpersonal conflict and resolving problems • •Walker and BAS systems • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** Ensure compliance with all Legislative mandates, Facilitate payment and ordering process, Authorise purchase orders, Manage all payments and order processing, Supplier queries and reporting, Supervise, develop and manage employee's performance and accordance with Performance Management Development System, Prepare monthly creditors reconciliation reports.

**Enquiries: Ms. H. Phiri**

**Tel no. 018 388 - 2215/4045**

**Senior Legal Administration Officer (MR6)**  
**Directorate: Legal Administration Services**  
**Sub-Directorate: Litigation Support Services (Corporate)**  
**Basic salary: R 637 860 - 953 451 per annum (Ref. K27041/6)**  
**Mmabatho**

**Minimum qualification and experience:** An appropriate tertiary qualification in LLB plus Admittance as Advocate/Attorney, • 8- 10 Years experience with managerial experience. Knowledge in the level in the following Legal Administration spheres: Civil, Criminal and Education Law Procedures, Criminal and Labour Law, Law on Contracts and Interpretation of Statutes • A Valid "Top Secret" Security Clearance • Valid Code B driver's licence.

**Knowledge of:** The Public Sector and its regulatory and legislative framework • The Department's processes and procedures, initiatives and strategic objectives.

**Competencies and skills:** Proven ability to: Provide Legal advice on senior Level and Interact on high profiled levels • Ability to interact and liaise with diverse audience range on behalf of the department • proven computer literacy, including advanced MSWord, MSEXcel and MSPowerpoint • Proven report writing and presentation skills, both verbal and written • Communication and Information Management • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising.

**Key performance areas, inter alia, include:** Litigation Management • Case Management • Subordinate Supervision and Management. Contract vetting & drafting. Formulation of Legal Opinion. Legislation formulation

**Enquiries: Mr. X. Nyoka**

**Tel no. 018 388 - 3643**

**Legal Administration Officer (MR5)**  
**Directorate: Legal Administration Services**  
**Sub-Directorate: Litigation Services (Corporate)**  
**Basic salary: R309 126 - 762 630 per annum (Ref. K27041/7)**  
**Mmabatho**

**Minimum qualification and experience:** An appropriate tertiary qualification in LLB plus Admittance as Advocate/Attorney, • Between 4 and 6 years experience in Education Law the following legal administration spheres: Civil and Criminal Procedures, Criminal and Labour Law, Law on Contracts and Interpretation of Statutes • at least 3 years should be in Public Service .A Valid "Top Secret" Security Clearance • Valid Code B driver's licence.

**Knowledge of:** The Public Sector and its regulatory and legislative framework • The Department's processes and procedures, initiatives and strategic objectives.

**Competencies and skills:** Proven ability to: Provide Legal advice on senior Level and Interact on high profiled levels • Ability to interact and liaise with diverse audience range on behalf of the department • proven computer literacy, including advanced MSWord, MSEXcel and MSPowerpoint • Proven report writing and presentation skills • Excellent communication skills, both verbal and written • Communication and Information Management • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising.

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**Key performance areas, inter alia, include:** Legislation formulation • Educational Legislation Resource Centre • Litigation Support • Contract Drafting. Formulation of Legal Opinion. Legal advisory support services.

**Enquiries: Mr. X. Nyoka**

**Tel no. 018 388 – 3643**

**Office Manager (SL8)**  
**Directorate: Legal Administration Services**  
**Basic salary R 262 272 per annum (Ref. K27041/8)**  
**Mmabatho**

**Minimum qualification and experience:** An appropriate three year tertiary qualification in Secretarial/ Office Administration or related field plus between 3 – 5 years related experience OR Grade 12 with more than ten years' related and complementary experience • Valid driver's licence will be an added advantage.

**Knowledge of:** Proven knowledge regarding the following work principles and procedures • Cost centre budgetary, expenditure and cash flow management • Human resource management • Supply chain management relating to provisioning administration • Public sector and its regulatory and legislative framework • The BAS financial management.

**Competencies and skills:** Proven administrative skills and a track record in the preparation of strategic documents, presentations, reports and databases • Proven interpersonal skills and good verbal and good verbal and written communication in English • Proven office administration skills relating to client relations and liason, function organisation, equipment management, logistical scheduling, telephone

etiquette, minute taking, filing and record keeping • Proven computer literacy, including advanced MSWord, MSEXcel and MSPowerpoint

**Key performance areas, inter alia, include:** Secretarial Support • Office Administration • Cost Centre Administration.

**Enquiries: Mr. X. Nyoka**

**Tel no. 018 388 - 3643**

**Office Manager (SL 8)**

**Directorate: Internal Auditing Services**

**Basic salary: R262 272 per annum (Ref. K27041/9)**

**Mmabatho**

**Minimum qualification and experience:** An appropriate three year tertiary qualification in Secretarial/ Office Administration or related field plus between 3 – 5 years related experience OR Grade 12 with more than ten years' related and complementary experience • A valid driver's licence will be an added advantage.

**Knowledge of:** The Public Sector and its regulatory framework • Cost Centre budgetary, expenditure and cash-flow management • Human Resource management and administration • Supply Chain management relating to provisioning administration • The WALKER financial management systems.

**Competencies and skills:** Proven administrative skills and a track record in the preparation of strategic documents, presentations, reports and databases • Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and recordkeeping • Proven interpersonal skills and good verbal and written communication in English (communication)  
• Client service focus • Job knowledge and skill • Work output • Co-operation • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** Secretarial support  
• Office administration • Cost Centre administration.

**Enquiries: Ms ME Modiadie**

**Tel no. 018 388-2346**

**Fraud and Anti-corruption Investigators (SL 8) (2 Posts)**

**Directorate: Internal Auditing Services**

**Division: Fraud and Anti-corruption Services**

**Basic salary: R262 272 per annum (Ref. K27041/10)**

**Mmabatho**

**Minimum qualifications and experience:** A BCom degree or National Diploma in Auditing and Accounting or Forensic and Criminal Justice • Two to three years' experience in the following internal audit fields: Forensic auditing, internal audit investigatory fraud prevention and anti-corruption • Membership to Institute of Internal Auditors will be an added advantage • A valid driver's licence.

**Knowledge of:** The legislative prescripts governing the public sector as well as administrative processes and procedures • The Criminal Procedure Act, Prevention and Combating of Corrupt Activities Act, Protection of Information Act and general justice system.

**Competencies and skills:** The ability to liaise effectively with private and State law enforcement agencies Capacity to investigate complex cases • Communication skills Client services focus • Co-operation skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint and ACL • High level of integrity • Diplomacy and tact.

**Key performance areas, inter alia, include:** Fraud prevention and anti-corruption strategy, Fraud and anti-corruption investigations and Anti-corruption campaigns.

**Enquiries: Ms ME Modiadie**

**Tel no. 018 388-2346**

**Internal Auditors (SL 8)  
Directorate: Internal Auditing Services  
Division: Compliance Auditing Services  
Basic salary: R262 272 per annum (Ref. K27041/11)  
Mmabatho**

**Minimum qualifications and experience:** A Bachelor's degree or National Diploma with majors in Auditing/Internal Auditing and Accounting • Three to five years' experience in internal audit aspects • Membership to Institute of Internal Auditors will be an added advantage • A valid driver's licence.

**Knowledge of:** Financial auditing principles and their application  
• The legislative prescripts governing Public Services as well as all administrative processes and procedures and internal audit principles, theories and principles • Standards of Professional Practice of Internal Auditing.

**Competencies and skills:** The ability to analyse processes and situations • Communication • Client service focus • Co-operation skills • Proven computer literacy, including advanced MS Word, Excel, PowerPoint, Teammate and ACL • The ability to analyse processes and situations • High levels of integrity, diplomacy and tact, due to the sensitive nature of functions.

**Key performance areas, inter alia, include:** Performing compliance auditing • Corporate governance awareness.

**Enquiries: Ms ME Modiadie**

**Tel no. 018 388-2346**



**Assistant Director (SL9)**  
**(DORA-Funded)**  
**Directorate: Auxiliary Services**  
**Sub-Directorate: Physical Resources and Facility Management Services**  
**Basic Salary: R 311 784 per annum (Ref. K27041/12)**  
**Mmabatho**

**Requirements:** An appropriate B degree in Commerce/Accounting and/or equivalent • 3 to 5 years postgraduate experience • Computer literacy • Understanding of financial management as implemented in the Government and within the context of infrastructure budgeting and spending • Valid Code B driver's licence.

**Key performance areas:** • Assist with the coordination of all Financial Management functions for the infrastructure programme, including all financial issues pertaining to infrastructure project/programme • Conduct financial data analyses and validations regarding programmes, projects, reporting and monitoring • Implement and monitor the budget administration function for infrastructure programmes/projects • Prepare all financial and performance reports for infrastructure progress • Manage the process of work orders and payments • Manage the document management system in terms of infrastructure financial documentation.

**Enquiries: Mr DN Sefanyetso**

**Tel no 018 389 8060/8072**

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**Works Inspector (SL8) (2 Posts)**  
**(Dora Funded)**  
**Directorate: Auxiliary Services**  
**Sub-Directorate: Physical Resources and Facility Management Services**  
**Basic Salary: R 262 272 per annum (Ref. K27041/13)**  
**Ngaka Modiri Molema District Services: Mafikeng**

**Requirements:** An appropriate National Diploma in Building industry or N3 plus Trade Test certificate with at least 3 years post-qualification experience in the physical resources and facility management environment • Computer literacy • Valid driver's licence.

**Key performance areas:** • Implement the maintenance of Education infrastructure • OHS and environmental planning • Be responsible for day-to-day maintenance, emergency maintenance and Departmental-funded maintenance projects funding • Undertake NEIMS assessments • Be responsible for disaster management plans.

**Enquiries: Mr DN Sefanyetso**

**Tel no 018 389 8060/8072**

**General Instructions**

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. 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 the posts. Candidates whose transfer/promotion/appointment will promote the above, 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 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).

**Envelopes containing application forms must be clearly marked "Application for an advertised post" and forwarded to the Superintendent-General, Department of Education and Sport Development, Private Bag X2044, Mmabatho 2735 OR Hand Delivered to the Chief Directorate: HRM & D, Room No 177, 746, 747 and 751 (Attention: Ms J Setzin, Mr H Moilwa, Ms B Seakamela), First Floor, Old Taletso FET Hostels Building, Chief Albert Luthuli Drive, Mmabatho, Tel no. 018 388-2088/2165/4102/4011.**

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 an appointment to the advertised post.

**Closing date:** 12 August 2016 (posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered)