

ERRATA

Please be advised of amendment to the following vacancy, with regards to the **SALARY**, that appeared in the City Press on 10 November 2024 as follows:

CORRECT SALARY DETAILS

Post: Administrative Officer- Institutional Funding (1 year contract)

Salary: R308 154.00 plus 37%

Center: Head Office, Kimberley

Reference No: HO/AOECD/10/2024

INITIAL INCORRECT ADVERT WITH WRONG SALARY DETAILS

Post: Administrative Officer- Institutional Funding (1 year contract)

Salary: R308 154 220.00 plus 37%

Center: Head Office, Kimberley

Reference No: HO/AOECD/10/2024

Requirements: A Grade 12 (Senior Certificate or equivalent qualification) plus 3-5 year's work experience. A post matric finance or accounting qualification and experience in institutional funding experience will be an added advantage. Knowledge of procedures and processes applied in institutional funding. Computer literacy is a prerequisite. Knowledge in MS Word, Excel, PowerPoint, Outlook & the Internet. Ability to perform routine tasks and have good verbal and written communication skills. Good interpersonal skills. Good organizational skills. Accuracy and attention to detail. Must be in possession of a valid driver's license.

Duties: Inspect and review monthly/ quarterly and annual financial reports of all ECD centers per allocated district and to compile consolidated accurate financial reports. Review and participate in the funding application process by ECD services. Provide financial management training and risk management processes to districts and ECD services. Conduct internal audit visits to ECD services to determine compliance with financial management processes. Compile reports on subsidy payments.

ENQUIRIES: Mr. M.G. Jacobs at (053) 839 6500