



NORTHERN CAPE DEPARTMENT OF EDUCATION

Post: Administrative Officer- Institutional Funding X2 (permanent posts)

Salary: R325 101.00 per annum

Center: Frances Baard District Office, Kimberley – John Taolo Gaetsewe District Office, Mothibistad

Reference No: FB/AOECDD/02/2026

Reference No: JTG/AOECDD/02/2026

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. 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: Ms. M. Fani at (053) 839 6500

Post: Administrative Officer- Institutional Funding X3 (3 year contract)

Salary: R325 101.00 plus 37%

Center: Namakwa District Office, Springbok – Pixley ka Seme District Office, De Aar – ZF Mgcawu District Office, Upington

Reference No: NAM/AOECDD/02/2026

Reference No: PKS/AOECDD/02/2026

Reference No: ZFM/AOECDD/02/2026

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. 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

NOTE: Please do not respond to this advert if you do not meet the above requirements of the post(s)

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office or <http://ncdoe.ncpg.gov.za/vacancies.php>), which must be originally signed, dated by the applicant. Only Short-listed candidates must submit certified copies of original educational qualifications certificates, drivers license (where it is required), certified copy of ID document, proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will photocopies or faxed copies of application document be accepted. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date; incomplete applications and those received after the closing date will be disqualified.

The NCDoe is committed to providing equal opportunities and practicing affirmative action employment, including the national target that 2% of all staff should consist of people with disabilities. In this regard every opportunity to employ or promote a person with disability will be utilized. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Shortlisted candidates must be available for interviews at a date and time determined by the NCDoe. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Candidates will also be vetted in terms of the Criminal Law (Sexual Offences and Related matters) Amendment Act of 2007 and the Children's Act of 2005 as amended. A candidate whose particulars appear in either the National Register of Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post.

Due to the large volume of applications to be processed, receipt of applications may not be acknowledged, and applicants who do not receive confirmation or feedback within three (3) months from the closing date must accept that their applications were unsuccessful. Once applicants have submitted an application they will not be allowed access to be given back their applications.

Those applicants who qualify for an interview must be available for the interview on a date, time and place as determined by the NCDoe.

The NCDoe is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised.

Send all applications stating the post for which you are applying to the Acting Head of Department, Northern Cape Department of Education, Private Bag X 5029, Kimberley, 8300, for the attention of the Acting Chief Director HR Management & Development, Mr. F.H. De Jager.

Closing Date: 27 February 2026 @16h00

