



# NORTHERN CAPE DEPARTMENT OF EDUCATION

**Post: Assistant Director: Human Resources Management**

**Salary: (SL9) R289 761 – R350 025 per annum**

**Centre: Kimberley, Frances Baard District**

**Reference No. FB/HRM/AD/10/2015**

**Requirements:** An undergraduate qualification (NQF level 6) in HRM PLUS a minimum of two (2) to five (5) years' practical HRM experience at junior managerial level (SL7 – Assistant Director). \*Certificate of competence of PERSAL with practical experience of the system. \*Knowledge of the Public Service Act, Public Service Regulations, Employment of Educators Act, Personnel Administration Measures (PAM) and the PFMA. \*Knowledge of the Education Human Resource Management System (HRMS) will be an advantage. \*Computer literacy, especially in respect of report writing and presentation packages. \*Good written and verbal communication and interpersonal skills. \*Analytical skills. \*A valid code EB driver's licence.

**Duties:** Execute the following **supervisory** human resources and administrative duties: **Manage the following recruitment, selection and appointment services:**

\*The compilation of vacancy lists of institution-based educators \*Excess declaration of institution-based educators \*The compilation of advertisements \*The distribution of gazettes and advertisements to institutions and offices \*Initial screening and acknowledgement of applications \*Recruitment and selection management plan \*Submissions for advertisements, selection committees, short-list for interviews and appointment of candidates \*Short listing and interview processes, \*Implement and capture appointments of Office Based Educators and PSA Officials for permanent and contract employees on PERSAL \*The processing of payments i.r.o acting appointments, stand-by and shift allowances, overtime and Grade R and AET appointments **Manage the service conditions functions:** \*Implement, approve and authorize service conditions functions of Office Based Educators and PSA Officials which is leave administration, housing allowance administration, state guarantees, long service recognition, pension administration, resettlement, overtime and other allowances, injury on duty and PILIR **Manage the following EPMDS processes:** \*Performance agreements, job descriptions and work plans \*Quarterly reviews and annual assessments \*Moderation committees and compilation of moderation results \*Monitoring of the performance management system \*Monthly updating of data base of performance management system **Manage establishment control of the district including all schools** \*Manage staff establishments of schools and the district office \*Manage the collation of statistics of all HR functional matters and report to immediate supervisor \*Prepare submissions, letters and memoranda with regards to HR matters.

**Enquiries:** Mr ES Kistoo at 053 830 1600.

**Post: Assistant Director: Financial Services**

**Salary: (SL9) R289 761 – R350 025 per annum**

**Centre: Kimberly Frances Baard District**

**Reference No: FB/FINANCE/AD/10/2015**

**Requirements:** An undergraduate qualification (NQF level 6) preferably in Economics, Commerce or Accounting or related field PLUS a minimum of two (2) to five (5) years' experience at junior managerial level (SL7 – Assistant Director). \*Knowledge of the Basic Accounting System (BAS) and LOGIS. \*Knowledge and understanding of the PFMA, Treasury Regulations, Procurement Policy Framework Act and BBBEE, Procurement Policy Framework Act, the DORA, the Public Service Act, General Accepted Accounting Practices (GAAP) and SCoA and other Government prescripts regarding financial matters. \*Computer literacy, especially in respect of report writing and presentation packages. \*Excellent written and verbal communication and interpersonal relationship skills. \*Excellent facilitation and presentation skills. \*An initiator, able to work under pressure in both a team and as an individual, meets tight deadlines and work under pressure. \*A valid code EB driver's licence.

**Duties:**

\*The overall strategic and operational management of the district finance and supply chain management units including the planning, budgeting and delivery of all activities \*Manage and coordinate financial planning, budgeting and reporting processes within the district and circuits \*Manage and coordinate the financial management and accounting services within the district and circuits \*Manage and coordinate the supply chain management services within the district and circuits \*Ensure effective management and control over the safekeeping, utilization and maintenance of all district assets including all leased assets \*Monthly, quarterly and annual reporting on finance, supply chain management related matters \*Ensure the correct implementation of the departmental/public service policies, prescripts and practices with regards to finance and supply chain and asset management \*Management of staff in the finance and supply chain and asset management sections \*identification of training needs of staff \*continuous training of staff

**Enquiries:** Mr ES Kistoo at 053 830 1600

**NOTE: PLEASE DO NOT RESPOND TO THIS ADVERT IF YOU DO NOT MEET THE ABOVE REQUIREMENTS OF THE POST(S).**

The Northern Cape Department of Education is an equal opportunity affirmative action employer. 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. To facilitate this process successfully, an indication in this regard is required on applications.

Applications must be submitted on the prescribed form Z83 obtainable from any Public Service Department or from the website of the Northern Cape Department of Education at <http://ncdoe.ncpg.gov.za/vacancies.php>, which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) and certified copies of original qualifications (matric certificate, degrees, diplomas, and certificates), drivers licence (where applicable) and ID document and proof of citizenship if not a SA citizen. Note that copies of certified copies will under no circumstances be accepted. Applicants in possession of foreign qualifications must attach certified copies of the evaluation certificates from the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable).

All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared.

Shortlisted candidates must be available for selection interviews and competency assessments on a date, time and place as determined by the Northern Cape Department of Education

Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. The successful candidate will have to sign an Annual Performance Agreement.

Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only. Applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. Applicants should note that applications will not be returned or given back to the applicant once it has been submitted to the department. The department reserves the right not to fill the post.

Please forward all applications, clearly stating the post for which you are applying, for the attention of Ms A. Jansen to the District Director, Northern Cape Department of Education, Frances Baard District, Private Bag X5041, Hadison Park, Kimberley, 8300 or hand-deliver to 9 Hayston Road, Hadison Park, Kimberley.

**Closing Date: 16 October 2015 @ 16:00**