



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

Litiko le Temfundvo, Umnyango we Fundo  
Dyondzo

Departement van Onderwys

Ndzawulo ya

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**The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the position set out below:**

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## **CHIEF FINANCIAL OFFICER: (DDG)**

**Salary: An all-inclusive remuneration package of R 1 201 713 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment.**

**Requirements:**

An appropriate B Comm. degree or equivalent with Financial Accounting as a major or an appropriate post graduate qualification coupled with a minimum of 7 years extensive management experience. Registration as CA (SA) would be an added advantage. Valid code 08 drivers license. Knowledge, skills, training and competencies required: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices), which encompass the accrual basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. In depth knowledge and understanding of the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Sound knowledge of the Public Service Act and – Regulations, the Employment of Educators Act and other HR-related policy frameworks and practices. Sound knowledge of the strategic planning processes. Ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Line Managers. Strong leadership ability in securing financial resources for the Department to adequately fund the Strategic Plan. Ability to capitalize on human potential and to build a strong financial delivery team. Advanced planning, organising and project management skills. Excellent verbal communication- and report writing skills.

**Duties:**

Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer. Ensure that the financial resources and assets of the Department are utilised effectively and economically to realize the objectives of the Strategic Plan. Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and utilization of resources in line with the strategic objectives of the Department, legislative imperatives and good governance principles. Ensure compliance with the provisions of the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act. Meet the reporting requirements and standards set in terms of the PFMA, Division of Revenue Act and financial statements. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation, early warning and timeous corrective action. Assist the Accounting Officer by

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applying cost benefit analysis principles ensuring value for money. Oversee the budgetary process within the Department, exercise budgetary control and provide early warning arrangements at a strategic level. Develop and facilitate the implementation of Supply Chain Management Systems consistent with legislative and other good governance arrangements. Oversee the preparation and submission of the annual financial statement and liaise with the Auditor General in this regard. Oversee the rendering of diverse HR Management-, labour relations and HR development services within the Department.

## **Post Ref No K1/001 - Head Office, Nelspruit**

**Enquiries:** Mr CD Maebela, Tel (013) 766 5071

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### **APPLICATIONS:**

Applications should be submitted on Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at [www.mpumalanga.gov.za/education/](http://www.mpumalanga.gov.za/education/) , **select the Vacancies icon**. Applications **must** in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (**not older than three months**) of all qualifications and RSA ID-document, as well as valid drivers license where required. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered.** Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered.

**NB! APPLICANTS MUST ENSURE THAT THEY FULLY COMPLETE PART A, B AND C AS WELL AS THE DECLARATION AND SIGN FORM Z 83, EVEN IF THEY ARE ATTACHING A CV. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

**NB!! IF YOU ARE CURRENTLY IN SERVICE, PLEASE INDICATE YOUR PERSAL NUMBER AT THE TOP OF FORM Z83.**

#### **Applications should be mailed to:**

The Head of Department, Mpumalanga Department of Education,  
Private Bag x 11341, Nelspruit, 1200,  
For attention: Mr. G Mathebula, HR Provisioning.

Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex, but will be removed on Thursday 21 May 2015 at 16h00.

#### **NOTE:**

\*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

\*The filling of posts will be done in terms of the Department's need to meet Employment Equity targets.

**\*To enable the Department to promote employment equity of persons with disabilities, applicants with disabilities who wish to apply for this post are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

**\*The principle of Recognition of Prior Learning may be considered in respect of servicing Public Servants.**

\*Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time.

\*The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

\*All short listed candidates will be subject to a vetting process prior to appointment.

\*If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advert, applicants must assume that their application was not successful.

**CLOSING DATE:**

The closing date for the receipt of all applications is **16:00 on Thursday 21 May 2015**. No applications received by the Division: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service.