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Human Resource Services
Enquiries: Mr PBV Ngidi
Date 20 January 2025

TO: Deputy Director Generals
Chief Directors
Directors
CES: Circuit Management
Circuit Managers
Heads of Sections
Principals of all Schools

HRM VACANCY CIRCULAR NO 02 OF 2025

1. INTRODUCTION

- 1.1 This circular minute is issued in terms of the Provisions of Regulation 40 of the Public Service Regulations, 2016 and in this regard, it is important to note that the Public Service is an Equal Opportunity, Affirmative Action Employer.
- 1.2 Kindly note that the following is the post advertised under this circular:
 - **Chief Financial Officer: KZN Department of Education.**

2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge, and experience. Closing date for this circular is **14 February 2024** unless otherwise stated.
- 2.2 Please ensure that you clearly state the full post description and the relevant Post Reference number on your application.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post or on the list provided for enquiries.
- 2.4 Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.



- 2.5 Shortlisted candidates will be required to submit a certified copy of their **ID document**, a **valid driver's licence** (if specified as a job requirements), as well as the **relevant educational qualifications**, on or before the day of the interview. Applicants who possess (a) foreign **qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualification Authority (**SAQA**)
- 2.6 If applicants do not hear from this office within six months after the closing date of this circular, they must consider their applications as unsuccessful.
- 2.7 Applications that do not comply with the above instructions shall be disqualified.
- 2.8 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g., Disabled, woman and youth)

MR GN NGCOBO

HEAD OF DEPARTMENT: EDUCATION

DATE: 23/01/2025



NOTE: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. The /SMS- pre-entry-certificate obtained from National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

POST: CHIEF FINANCIAL OFFICER

BRANCH: FINANCE

CENTRE: PIETERMARITZBURG, HEAD OFFICE.

REFERENCE NO.: DOE/01/2025

NOTCH: R 1 741 770 (SALARY LEVEL 15)

REQUIREMENTS: An appropriate postgraduate qualification (NQF level 8) as recognised by South African Qualifications Authority (SAQA) in Financial Management/Accounting. Admission as a Chartered Accountant will serve as an advantage to candidates. 8 years of experience at a senior managerial level in the financial management environment, inclusive of a minimum of 5 years at the level of the Chief Director/General Manager or equivalent level. Valid Drivers licence.

COMPETENCIES: Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public Service, costing methodologies and performance measurement. Support management decision making through the Development of strategic planning information. Provide financial information for planning and decision making by studying past, present and anticipated financial conditions, recommending courses of action. Provide immediate financial information for planning decision making and recommend course of where tight deadlines apply. Maintain financial database by identifying sources of information assembling and verifying data. Complete audit and accounting by maintaining accounting controls, reconciling financial reports, maintaining financial security. Develop understanding of financial situation by performing quantitative analysis. Answer accounting procedure questions by researching and interpreting accounting policies and regulations. Knowledge of PFMA.



DUTIES:

Develop and maintain the effective, efficient, and transparent systems of risk management and internal control, an appropriate procurement and provisioning system that is fair equitable, transparent, competitive, and cost effective. Develop plan and manage budgetary processes of the Department in compliance with prescribed prescripts, Treasury regulations. Monitor financial spending of the Department and advise the Accounting officer. Establish a system to properly evaluate all major capital projects prior to a final decision on the project. Take effective and appropriate steps to prevent unauthorized, irregular, fruitless, wasteful expenditure and losses resulting from criminal conduct. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of education and administration. Plan and compile the budget of the department in accordance with treasury prescripts. Ensure that expenditure is in accordance with the vote of the department through the establishment and maintenance of accounting and personnel records. Administration of service contracts, take responsibility for short- and long-term financial forecasting for the department. Prepare monthly, quarterly, and annually financial reports for presentation to relevant oversight bodies, Interim and annual financial statements for each year in accordance with the general recognized Accounting Practices. Compile annual financial reports in consultations with line managers. Enforce compliance with tax, levy and audit commitments as may be required by legislation. Manage and safeguard assets and liabilities within provision of the PFMA. Manage and administering conditional grants to the department and transferring payments to the Departments. Ensuring that the government and non-government recipients have appropriate financial management and control systems in place. Liaising with Provincial Treasury, Provincial Auditor, Public Accounts Committee, Education Portfolio Committee, and other role players in the Educational Environment.

ENQUIRIES:

Mr PBV Ngidi (Telephone No. 033 846 5533).

THE PROVINCIAL DEPARTMENT OF EDUCATION: KWAZULU-NATAL IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

Closing date for applications is 14 February 2025.

APPLICATIONS FOR HEAD OFFICE: Applications should be sent by post for the **attention of: Mr PBV Ngidi the Directorate: Human Resource Services** KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pieter Maritz Street, Pietermaritzburg, 3201.



Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

NOTE: • The filling of the posts will be done in terms of the Department's approved Employment Equity Plan
• The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

Kindly bring the contents of this circular to all concerned.

3. GRIEVANCES AND DISPUTES.

- 3.1** Grievances must be lodged in writing with the Employee Relations Directorate at Head Office within 7 working days of each process using the attached grievance form. For the attention of Mr N.C. Ngcobo.

Postal Address: Private Bag X9137
Pietermaritzburg
3200

Physical Address: 228 Pietermaritz Street
Pietermaritzburg
3200

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Fax No.: 0864840680

Email: Charles.Ngcobo@kzndoe.gov.za