

- ENQUIRIES** : Ms L Bredenkamp Tel No: 021 467 2945
- POST 19/175** : **DEPUTY DIRECTOR: LEGAL REF NO: 198**
Directorate: Policy Co-Ordination
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), all-inclusive remuneration package
: Head Office, Cape Town
: An LLB degree with at least minimum 4 years' appropriate experience in legal environment. Proven Knowledge: The South African Constitutional Law and comparative systems; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions. The Promotion of Access to Information Act; The Promotion of Administrative Justice Act; Relevant educational policies; Relevant procurement prescripts; Public Service Act and Regulations. Skills: Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape Province; Well-developed research and legal writing skills; Well-developed innovative problem solving skills; Well-developed analytical skills; Presentation skills; Conflict resolution skills; Negotiation skills; Sound organising and planning skills; Sound interpersonal skills; computer literacy. Personal attributes: Diplomatic; Be able to work under extreme pressure; Be able to work according to very tight time frames; Be able to relate to people at various levels.
- DUTIES** : Commenting on proposed Education legislation/policies. Commenting on new or amended National/Provincial Legislation. Consulting with and advising Minister/HOD and Management within Education on complex or important new legislation and substantive amendments to existing National/Provincial legislation. Formulating, drafting, editing and certifying substantive amendment to Educational policies. Drafting, technical editing, scrutinising and verifying of policies/minutes drafted by officials within the Education Department. Scrutinising and commenting on policy documents (White & Green Papers) which serve as base documents for new National and/or Provincial Legislation. Supervision of the following: Operational planning and work organisation of the unit. Manage the staff of the unit including Staff performance, IPDP, Training and development, staff planning (recruitment, selection, leave management, well-being etc.). Financial management of the unit, compile the unit's budget and monitor and control the expenditure of the unit.
- ENQUIRIES** : Adv. LM Coleridge - Zils Tel No: 021 467 2299/2260
- POST 19/176** : **ASSISTANT DIRECTOR: FINANCE REF NO: 197**
Directorate: Infrastructure Delivery Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office, Cape Town
: Diploma in Finance, Economics, Accounting or Commerce. Three years relevant experience post-qualification. Valid Driver's License and computer literacy. Skills: Analytical and systems thinking skills. Written and oral communication skills. Planning and organizing skills. Computer literacy skills. Relevant experience: Three years relevant experience post-qualification and knowledge of financial inputs of assets Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Experience with institutional systems / processes. Candidate must be comfortable operating independently and in a team environment. The ability to multi-task, and work under changing and pressurized circumstances. Processing of payments on BAS (Basic Accounting System).
- DUTIES** : Extract, analyse and validate financial information for infrastructure projects / programmes. Provide financial administration services for all infrastructure Programmes and projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.
- ENQUIRIES** : Mr GP Nieuwoudt Tel No: 021 467 2052
- POST 19/177** : **ASSISTANT DIRECTOR: MARKING SERVICES REF NO: 202**
Directorate: Assessment Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office, Cape Town
: A recognised three or four-year qualification (in teaching would be an advantage). At least 5 years' appropriate experience in a supervisory capacity.