

BACKGROUND

Matthew Goniwe School of Leadership and Governance (MGSLG) is a Section 21 organisation located in Vrededorp, Johannesburg. MGSLG is an entity of the Gauteng Department of Education and was established to research, develop, implement and evaluate cutting edge capacity building programmes in the areas of **school governance, leadership, management and teacher development** to empower school governors, principals, deputy principals, HoDs and educators for schools in the Gauteng Province. **The following posts are advertised as a priority to fulfil the mandate of the delivery of quality education in Gauteng schools.**

CHIEF FINANCE OFFICER (CFO)

REFERENCE NUMBER: CFO/2023/1
JOB GRADE: E4
DURATION: 5 YEARS FIXED TERM CONTRACT

JOB SUMMARY AND REQUIREMENTS

The Chief Financial Officer should provide the financial and fiscal management and accounting aspects of the company's operations. The Chief Financial Officer will also be involved in the strategic management, guidance, and advice in respect of the rendering of effective and efficient financial and supply chain management services.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

- Is responsible for strategic planning of the financial directorate.
- Ensures the management and development of all finance staff
- Draft reports as per institutional requirements
- Forecasting financial needs
- Manages the budget of the institution.
- Ensures compliance with relevant financial regulations and institutional policies.
- Ensures timely preparation of set of accounting books.
- Manages the supply chain processes.
- Implements any relevant programme or deliver any financial service.
- Ensures the provision of an effective and efficient management of expenditure and revenue and financial management support in terms of legislative mandates.
- Submits various financial and strategic reports.
- Provides guidance to clients on transversal financial accounting issues.
- Prevents unauthorised, irregular, fruitless, and wasteful expenditure and losses.
- Compiles management reports in terms of the PFMA and Treasury Regulations.
- Provides advice and guidance on budget planning, management, and reporting.
- Complies with any remedial measures imposed by the relevant treasury.
- Provide strategic advice and guidance in terms of SCM to internal clients and service providers.
- Ensures the development of financial accounting related policies and procedures and the implementation thereof.
- Monitors, evaluates, and reports on the performance of finance staff.
- Provides support to the CEO and other senior executives in the execution of their functions.

QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES

- Postgraduate or advance qualifications in Financial Management with completed articles.
- CA(SA), ACCA or an MBA will be advantageous.
- Candidate should be affiliated and have a valid membership of a profession accounting or auditing body.
- The incumbent should have high level expertise in, and detailed understanding of a number of different specialist areas within a function. This would include, supply chain management, financial and risk management, tax administration, investment management and asset management.
- The incumbent should also have about 8 years of experience in the relevant or related educational with at least some experience in managerial and strategic planning as well as experience at an Executive level and Human Resource Management.

MANAGER: HUMAN RESOURCE MANAGEMENT

REFERENCE NUMBER: HRM/2023/1
JOB GRADE: D3
DURATION: 5 YEARS FIXED TERM CONTRACT

JOB SUMMARY AND REQUIREMENTS

The Manager: HR Management should maintain and enhance the organisation's human resources by planning, implementing, and evaluating employee relations, human resource policies, programs, practices, and finances.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES

- Assists in leading and directing the human resource team to deliver a comprehensive HR service to the institution.
- Manages employee relations, including managing absence, discipline, grievances and leave.
- Measures employee satisfaction and identifies areas that require improvement.
- Implements and monitors performance management including coaching managers on performance management processes.
- Provides guidance and support on learning and development for managers and their teams.
- Implements the training and development agenda.
- Identifies areas that need attention and improvement in the employee upskilling and training division.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees.
- Conducts hearings and resolves employee grievances whilst providing counselling to employees and supervisors.
- Manages talent and succession planning as well as recruitment for the organisation.
- Maintains and ensures the implementation and adherence of HR policies, procedures, and processes and that they are in line with the labour legislation.
- Ensures legal compliance by monitoring and implementing applicable human resource policies.
- Conducts investigations (if required).
- Maintains records.
- Represents the organisation at hearings, CCMA and union negotiations.

QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES

- Bachelor's Degree in human resource, industrial relations, employee relations, human resource development, administration, or related areas of study.
- The incumbent should have professional knowledge of theory and techniques in a specialised field, or knowledge of a number of fields acquired through tertiary education, and/or considerable experience. This would include, human resource management, administration, industrial relations, employee relations, and human resource development.
- The incumbent should also have about 8 years of experience to deal with in-depth HR issues and other matters in the relevant or related HR fields.

NB. Please mention the REFERENCE NUMBER to the post you are applying for on your application COVERING LETTER.

Applications MUST be submitted via E-Mail to: humanresources@mgsi.co.za

Applications must include **a comprehensive CV and recently certified copies of qualifications** and a copy of **Identity Document** in order to be considered. Only foreigners with scarce skills will be considered for MGSLG posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (**SAQA**). Correspondence will be limited to **shortlisted candidates only**. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application has been unsuccessful. MGSLG reserves the right not to make any appointment but can utilize applications for other similar positions internally.

CLOSING DATE: WEDNESDAY, 30th of August 2023 at 16h30



Disabled candidates, women and candidates across demographics are encouraged to apply.