



SENIOR ADMIN CLERKS: SCHOOL NUTRITION (32Posts)

DIRECTORATE : School Nutrition
SALARY : R 173 703.00 per annum (plus 37% benefits)

CENTRE AND REFERENCE NO : Head Office **REF NO HO2019/11/01 (5 POSTS)**; Ekurhuleni North **REFNO: EN2019/11/02 (2 POSTS)**; Ekurhuleni South **REF NO ES2019/11/03 (2 POSTS)**; Gauteng East **GE2019/11/04 (2 POSTS)**; Sedibeng East **REF NO: SE2019/11/05**; Sedibeng West **REF NO SW2019/11/06 (2 POSTS)**; Tshwane North **REF NO TN2019/11/07 (2 POSTS)**; Tshwane South **REF NO TS2019/11/08 (2 POSTS)**; Gauteng North **REF NO: GN2019/11/09**; Gauteng West **REF NO GW2019/11/10 (2 POSTS)**; Johannesburg North **REF NO JN2019/11/11 (2 POSTS)**; Johannesburg West **REF NO JW2019/11/12 (2POSTS)**; Johannesburg East **REF NO JE2019/11/13**; Johannesburg Central **REF NO JC2019/11/14 (3POSTS)**; Johannesburg South **REF NO JS2019/11/115**; Tshwane West **REF NO TW2019/11/16 (2 POSTS)**

NATURE OF APPOINTMENT : **1 Year Fixed Term Contract**

REQUIREMENTS: Grade 12 Certificate. A valid driver's license is essential. Relevant experience will be an added advantage. An understanding of the National School Nutrition Programme (NSNP). Knowledge and experience in monitoring of programmes. Proven experience in compiling reports. Knowledge of legislative framework applicable in the National School Nutrition Programme. Good interpersonal skills and communication skills (verbal and written). Computer literacy and practical experience, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team. Applicants with prior learning, either by means of experience or alternative courses may also apply.

DUTIES: Monitor the implementation of the School Nutrition Programme at schools, facilitate, capture and track action plans trend analysis; update and maintain the NSNP database; compile monitoring reports from school visits; reply to queries, compile/type correspondence, documentation, faxing and photocopying, report writing, reconciliation of finances (preparing and submission of financial journals), and interpreting financial reports. Receive, co-ordinate and distribute information between the office and related structures. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.

ENQUIRIES: Mr Tshepo Leshoro

Tel: (010) 600 6110

CLOSING DATE: 25 November 2019

The posts are open for all applicants internal and externally however the internal learners, contract workers, and previous interns will be given preferential treatment. It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document, a valid driver's licence and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a

skills/ knowledge or computer assessment test. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered. **Shortlisted candidates will be required to undergo test driving as part of the interview process.**

Applications should strictly be hand delivered at the relevant District Offices and Head Office where the post is advertised from Tuesday, 19 November 2019 to Monday, 25 November 2019 between 08:00 and 16:00 daily. Please See the addresses below:

<p>DISTRICT EKURHULENI NORTH [EN]:</p> <p>Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Molefe TEL: (011) 746-8190</p>	<p>DISTRICT EKURHULENI SOUTH [ES]:</p> <p>Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal, ALBERTON Postal Address: Private Bag X8001, Alberton, 1450 Enquiries: Xolani Kheswa TEL: (011) 389-6034</p>
<p>DISTRICT GAUTENG EAST [GE]:</p> <p>Physical Address: Corner 7th Street & 5th Avenue, 5th Floor Telekom Towers, SPRINGS Postal Address: Private Bag X09 Springs, 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0716</p>	<p>DISTRICT GAUTENG NORTH [GN]:</p> <p>Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana TEL: (012) 846-3635</p>
<p>DISTRICT GAUTENG WEST [GW]:</p> <p>Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581</p>	<p>DISTRICT JOHANNESBURG CENTRAL [JC]:</p> <p>Physical Address: Corner Morola & Chris Hani Road, Soweto College, PIMVILLE Postal Address: P. O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho TEL : (011) 983 2231</p>
<p>DISTRICT JOHANNESBURG EAST [JE]:</p> <p>Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109</p>	<p>DISTRICT JOHANNESBURG NORTH [JN]:</p> <p>Physical Address: Corner Biccard & Jorrison Street FNB Building, BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi TEL: (011) 694-9378</p>
<p>DISTRICT JOHANNESBURG SOUTH [JS]:</p> <p>Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957</p>	<p>DISTRICT JOHANNESBURG WEST [JW]:</p> <p>Physical Address: 20 Goldman Street, FLORIDA Postal Address: P. O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta TEL: (011) 831-5433</p>
<p>DISTRICT SEDIBENG EAST [SE]:</p> <p>Physical Address: SL& M Building Corner Joubert & Kruger Street, VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage TEL: (016) 440-1718</p>	<p>DISTRICT SEDIBENG WEST [SW]:</p> <p>Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark 1900 Enquiries: Bertha Mlotshwa TEL: (016) 594 9193</p>
<p>DISTRICT TSWANE NORTH [TN]:</p> <p>Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries : Rejoice Manamela TEL: (012) 543 4313</p>	<p>DISTRICT TSWANE SOUTH [TS]:</p> <p>Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries : Thabiso Mphosi TEL: (012) 401 6363/5</p>
<p>DISTRICT TSHWANE WEST [TW]</p> <p>Physical Address: Klipgat Road, Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele TEL: (012) 725 1451</p>	<p>HEAD OFFICE [HO]</p> <p>Physical Address: 26 Loveday Street, Johannesburg, Kuyasa Building 2001 Postal Address: PO Box 7710, Johannesburg, 2000 Enquiries: Tshepo Leshoro TEL: (010) 6006110</p>