



**GAUTENG PROVINCE**  
EDUCATION  
REPUBLIC OF SOUTH AFRICA

## **GAUTENG DEPARTMENT OF EDUCATION**

### **APPLICATIONS**

: **HEAD OFFICE [HO]** Physical Address: 26<sup>th</sup> Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.  
**DISTRICT GAUTENG NORTH [GN]:** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana TEL: (012) 846-3754  
**DISTRICT GAUTENG WEST [GW]:** Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581,  
**DISTRICT JOHANNESBURG EAST [JE]:** Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109, **DISTRICT JOHANNESBURG SOUTH [JS]:** Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957 , **DISTRICT SEDIBENG EAST [SE]:** Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: TEL: (016) 440-1861,. **DISTRICT TSHWANE SOUTH [TS]:** Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi TEL: (012) 401 6363/5. **GAUTENG EAST [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X9, SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0717, **DISTRICTS EKURHULENI NORTH (EN)** Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190, **DISTRICT SEDIBENG WEST [SW]:** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa TEL: (016) 594 9193,  
**21 February 2020**

### **CLOSING DATE** **NOTE**

: 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 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. All candidates for MMS positions will be required to undergo competency assessment and security clearance. 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

### **POST**

: **DEPUTY DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: HO2020/01/03**  
Directorate: Early Childhood Development

### **SALARY** **CENTRE**

: R733 257.00 per annum (All-inclusive package)  
: Head Office, Johannesburg

**REQUIREMENTS** : An appropriate recognised three-year National Diploma/Degree in Social Science / Human Science / Public Administration / Public Management. At least a minimum of three years at an Assistant Director level in the Early Childhood Development environment. Working knowledge of Early Childhood Development related policies & legislation. Knowledge of Public Service Act., Public Finance Management Act, Project Management, Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication Skills, Report writing skills, facilitation skills, Computer skills and good inter-personal skills. Valid Driver's license.

**DUTIES** : Formulate Pre-Grade R Implementation Strategies to Ensure Quality Early Childhood Development (ECD) Educational Programmes. Analyse and review the existing strategies, methodologies, policies, monitoring and evaluation mechanisms. Implement and report on strategic frameworks in the area of functional responsibility. Ensure effective and efficient provision of Early childhood development services and increase accessibility of services. Conduct Quality Assurance, awareness campaigns and promote compliance and safe Environment. Ensure quality Pre-Grade R Implementation of Strategic plan, policies and Norms and Standards. Coordinate and manage the integration of cross departmental Early Childhood Development Services. Co-ordinate implementation of the National Early Childhood Development Norms and Standards with other stakeholders. Ensure continuous monitoring to ensure compliance. Work with other departments to coordinate the registration of Early Childhood Development (ECD) Programmes. Ensure capacity building programmes for ECD Centre Based and Non- Centre based, communities and parents. Develop and manage training programmes for practitioners and community. Provide information and knowledge sharing through ECD trainer's engagement platform. Research latest developments regarding ECD training and qualifications to ensure ECD innovations. Facilitate and monitor incorporation of Reggio Emilia Approach in ECD Programmes. Develop management plan for training, support mentoring and documentation of incorporation of Reggio Emilia Approach. Set performance standards and benchmarks against which to measure achievement of project. Develop an engagement model that allows the districts and institutions to interact with the programs in an integrated manner. Encourages parental involvement in the education of their children through participation in parent's information sharing sessions. Support the development of skills, and integrated resource kit and basic resource kits. Manage the Pre-Grade R Primary information database. Develop and manage an integrated ECD centre database. Develop and manage the ECD Pre-Grade R Practitioner qualification database. Ensure the effective, efficient and economic utilization of allocated resource. Manage monitoring of Pre-Grade R programmes Sub-Directorate and identify areas of need to improve team performance. Guide, train and advice staff on effective utilization of resource, responsibilities and accountability. Compile and submit work plan, performance development plan, and job description and performance agreements. Performance management, implementation and accountability of staff.

**ENQUIRIES** : Ms. Phumelele Tloubatla Tel No: 011 843 6532

**POST** : **DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2020/01/04**  
Chief Directorate: Legal Services and Dispute Management

**SALARY** : R733 257.00 per annum (All-inclusive package)  
**CENTRE** : Head Office, Johannesburg

**REQUIREMENTS** : An appropriate recognised three-year National Diploma/ Degree in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management/ Administration/ Management/ Administrative Assistant. At least a minimum of five years' experience in providing administrative / office support of which three years must be at an Assistant Director level. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project Management skills, People management, Good inter-personal

**DUTIES**

relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Valid Driver's license is essential.

- : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant branch. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office of the Chief Director. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

**ENQUIRIES**

- : Ms. Jacky Manyape Tel No: 011 355 0505

**POST**

- : **DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES:**  
: **REF NO: TW2020/01/05**  
: Sub- Directorate: Transversal Human Resource Services

**SALARY  
CENTRE  
REQUIREMENTS**

- : R733 257 per annum (All-inclusive package)  
: Tshwane West District,  
: An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or related three-year qualification. At least a minimum of five years' experience in human resources administration including HRM environment of which three years must be at an Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.

**DUTIES**

- : Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfil the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.

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| <b><u>ENQUIRIES</u></b>    | : | Ms Pricilla Ravele, Tel No: 012 725 1451  |
| <b><u>POST</u></b>         | : | <b><u>SENIOR LEGAL OFFICER (MR6) REF NO: HO2020/01/01</u></b><br>Chief Directorate: Legal Services and Dispute Management   |
| <b><u>SALARY</u></b>       | : | R473 820 -R1 140 828 per annum (salary to be determined in accordance with experience as per OSD determination).  |
| <b><u>CENTRE</u></b>       | : | Head Office, Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. The ability to work independently, long hours and under pressure. A valid South African Driver's License is essential. <b>SKILLS:</b> Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.   |
| <b><u>DUTIES</u></b>       | : | Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Coordinate and support the Deputy Information officer in responding to Promotion of Access to Information Act requests. Compiling and submitting section 14 manual to the SHRC, Compiling and submitting section 15 notice to the Minister of Justice and Constitutional Development, developing description of categories of records that are automatically available, Compiling and submitting section 32 reports annually to SAHRC. Coordinate and respond to requests from Chapter nine institutions. Case management: coordination and management of the implementation of decisions. Manage and coordinate the collection of data and information to facilitate Deputy Information Officer's support. Coordinate write and analyses reports. Attend to drafting of Provincial Laws, regulations. Monitor reviews of the law. Communicate with relevant stakeholders on matters relating to education. Policy development and analysis and general support services to the Chief Directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Adv N Mashigo<br>Tel No: (011) 355 0505   |
| <b><u>POST</u></b>         | : | <b><u>PHYSICAL PLANNER REF NO: HO2020/01/06</u></b><br>Directorate: Infrastructure Planning and Property Management   |
| <b><u>SALARY</u></b>       | : | R 376 596.00 per annum  |
| <b><u>CENTRE</u></b>       | : | Head Office, Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognized three-year National Diploma/ Degree. Minimum three years' relevant experience in planning. Qualification in Teaching will be added an advantage. Knowledge and understanding of the South African Schools Act and regulations, spatial Planning systems and norms of government, PFMA, Treasury Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety act of 1993, Public Service Act and Regulations, National Archives and Records Service Act. Regulations relating to the minimum uniform norms and standards for Public School Infrastructure. <b>Skills:</b> Ability to implement the Provincial Infrastructure Delivery Management System. Ability to manage data received from NEIMS, GIS and related Facilities Management systems, ability to Apply the education priorities in terms of the physical resources planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders. Valid driver's license.   |
| <b><u>DUTIES</u></b>       | : | Provide physical resources planning inputs to the User Asset Management Plan and budget. Conduct needs assessments to determine the need for new and additional school infrastructure. Conduct assessments of schools' infrastructure to update the National Education Infrastructure Management System (NEIMS) from an education perspective. Commissioning of schools relating to school furniture and equipment. Communication and consultation with schools on infrastructure matters. Establishment of stakeholder forums.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. T. du Plessis Tel No; 011 355 0125  |

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| <b><u>POST</u></b>          | : | <b><u>ASSISTANT DIRECTOR REF NO: HO2020/01/07</u></b><br>Directorate: Special Investigation  |
| <b><u>SALARY</u></b>        | : | R 376 596.00 per annum   |
| <b><u>CENTRE</u></b>        | : | Head Office  |
| <b><u>REQUIREMENTS:</u></b> | : | An appropriate, recognized three-year National Diploma/ Degree or relevant three-year qualification plus minimum of 3 years' experience in office management environment. Knowledge of framework PFMA, Knowledge of procurement policies and process. Computer literacy skills. Excellent minute-taking and interpersonal skills. Report Writing and Conflict management. Supervisory skills. Experience in general management and budgeting. Good verbal communication. Good written communication. Willingness to work irregular hours.  |
| <b><u>DUTIES</u></b>        | : | Packaging reports for the sub directorate and ensure that activities and projects are in line with the budget. Assists the Senior Management in tracking the documents. Expenditure patterns and with developing presentations to Senior Management meetings. Oversee the day-to-day management of the directorate with Batho Pele Principles under-pinning office systems. Manage the administration support in the directorate. Co-ordinate and manage the case referrals in the directorate. Monitor case reporting from internal and external Stakeholders. Utilization of Microsoft Word, Excel, Power Point & internet. Assist with the procurement of goods and services. Assist with the compilation of Office budget.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms Lerato Machaka Tel No: 011 843 6532   |
| <b><u>POST</u></b>          | : | <b><u>ASSISTANT DIRECTOR: JOB DESIGN AND BUSINESS PROCESS IMPROVEMENT REF NO: HO2020/01/08</u></b><br>Directorate: Organisation Development  |
| <b><u>SALARY</u></b>        | : | R 376 596.00 per annum   |
| <b><u>CENTRE</u></b>        | : | Head Office  |
| <b><u>REQUIREMENTS:</u></b> | : | An appropriate, recognized three-year National Diploma/ Degree/ B-Tech in Management Services/Production Management/ Operations Management/ Industrial Engineering. Minimum 3 years' experience in an OD Practitioner role, Performing Job Design, Service Delivery Model, Business Process Management and Job evaluation related functions. Job Evaluation Certificate is essential. Business Process Management and Organization Design Certificate will be an added advantage. Knowledge of Public Service Act and Regulations. Knowledge of organization Design, Business Process Management, Job Evaluation, Organizational Design Procedures and Principles, DPSA Guide on Job Description and knowledge of Evaluate System. Computer literacy, Communication Skills, Change management and Good Interpersonal relations. Driver's License is essential.   |
| <b><u>DUTIES</u></b>        | : | Coordinate and facilitate job analysis and evaluation for the department. Ensure identification and prioritization of posts to be evaluated. Coordinate the submission of job evaluation requests to the Office of the Premier (OOP) for evaluation of posts or group of posts. Coordinate and facilitate development of job descriptions in the department. Ensure continuous review of job description guidelines and template. Provide advocacy on the implementation of job description guidelines and template. Monitor the facilitation, compilation and implementation of job descriptions. Coordinate and facilitate business process management and functional analysis in the department. Ensure the development, implementation and review of business processes to enhance productivity. Coordinate business process improvement projects. Develop and map business process and mapping session with senior stakeholders. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Ensure the development of standard operating procedures. Coordinate and facilitate development of Service Delivery Model in the Department. Ensure the development, implementation and review of Service Delivery Model in the Department. Facilitate the development of Service Delivery Model session with relevant stakeholders. Ensure the effective, efficient and economic utilisation of allocated resources. Identify subordinate's development needs. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Hulisani Tshikovhi Tel No: 011 843 6872   |

**POST** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HO2020/01/09**  
Directorate: Enterprise Risk Management

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Head Office

**REQUIREMENTS:** An appropriate, recognized three-year National Diploma/ Degree in Risk Management, Internal Auditing, Auditing, Financial Management plus minimum three-year' experience in Risk Management and/or Internal Control. Membership of the relevant professional body will be an added advantage. The ability to communicate at all levels, both verbally and in writing, Good human relations. Ability to manage conflict situations effectively, Presentation skills, Computer literacy, Investigation skills, Project management skills, Time management, Good leadership and managerial skills, Negotiations and Research skills.

**DUTIES** : Develop risk management processes, Analysis of government objectives and risks. Identify and evaluate risk, Design and implement risk interventions. Assessments of potential risks against government on different levels. Determination of residual risks with resultant emergency and contingency plans. Monitoring and reporting on risks. Education and awareness on risk management. Facilitate and coordinate risk management workshop. Make stakeholders aware of risk management strategy. Assess the government exposure and look at the assessment criteria. Assess the effectiveness of risk management processes in managing significant risk. Ensure that necessary action is taken to rectify any significant failure and weakness. Ensure that the result obtained from review process indicates extensive monitoring required establishing areas for improvement. Ensure that risk management culture is inculcated and the appropriate infrastructure built within the department and municipalities. Liaise with the external stakeholders on broader effective risk management strategies. I.e. National and Provincial Treasury. Facilitate review and implementation of Business Continuity plans. Facilitate identification of Fraud Risks. Follow up on implementation of mitigating measures to prevent fraud and corruption. Create awareness for fraud and corruption. Liaise with treasury on measures implemented to [prevent fraud and corruption.

**ENQUIRIES** : Mr Puledi Selepe Tel No: 011 355 1154

**POST** : **ASSISTANT DIRECTOR: PRE-GRADE R PROGRAMMES REF NO: HO2020/01/10**  
Directorate: Early Childhood Development

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Head Office

**REQUIREMENTS:** An appropriate recognised three-year National Diploma/Degree in Social Science / Human Science / Public Administration / Public Management. At least a minimum of 3 years' experience in the Early Childhood Development environment. A sound knowledge of public service administration processes. Working knowledge of Early Childhood Development related policies & legislation. Knowledge of Public Service Act., Public Finance Management Act, Project Management, Knowledge and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies. Good Communication Skills, Report writing skills, facilitation skills, Computer skills and good inter-personal skills. Valid Driver's license.

**DUTIES** : Implement Pre-Grade R strategies to ensure Quality Early Childhood Development (ECD) Educational Programmes. Develop strategies to improve access to Early Childhood Development programmes. Facilitate effective and efficient provision of Early Childhood Development Educational Programmes. Mediation of ECD related policies, strategies and compliance. Co-ordinate and facilitate integration of cross Departmental Early Childhood Development (ECD) Services. Liaise and co-ordinate with other stakeholders on the implementation of ECD policies and provincial strategies to improve quality of ECD programmes. Develop a database of Accredited ECD providers and ECD practitioners. Coordinate ECD stakeholder's forum meetings. Facilitate ECD awareness days in collaboration with other departments. Assist in facilitating the registration of Early Childhood Development (ECD)

programmes. Ensure capacity building programmes for ECD centre based and non-centre based, communities and parents. Facilitate provisioning of learning through play and incorporating use of toy libraries, workshops for practitioners and parents. Mediate information and knowledge sharing through ECD trainer's engagement platform. Mediate latest developments regarding ECD training and qualifications to ensure ECD innovations. Facilitate the development of recognition of prior learning programme. Facilitate and monitor incorporation of Reggio Emilia Approach to Ensuring proper management and implementation of the program. Develop management plan for training, support, mentoring and documentation of incorporation of Reggio Emilia Approach. Facilitate the setting of benchmarks against which to measure achievement of project. Develop an engagement model that allows the districts and institutions to interact with programmes in an integrated manner. Assist with facilitation of parental involvement in the education of their children through participation in parent's information sharing sessions. Support the development of skills, and integrated Resource kit and basic resource kits. Ensure the effective, efficient and economic utilization of allocated resources. Identify areas of developmental needs to improve team performance. Compile and submit work plan, performance development plan, and job description and performance agreements. Manage and identify poor performance and address effectively to improve team performance. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices.

**ENQUIRIES** : Ms Phumelele Tloubatla Tel No: 011 843 6532

**POST** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: SE2020/01/11**

: Sub Directorate: Transversal Human Resource Services

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Sedibeng East District,  
**REQUIREMENTS** : An appropriate recognized three-year National Diploma/ Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' experience in the HR working environment at a supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license

**DUTIES** : Ensure the implementation of post provisioning for Public Ordinary and Special schools (PS and Educators). Ensure the receipt and verification of post establishment for Special Schools, Ordinary Schools and extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Provide support in issuing of Annual Post Establishments, Growth Posts, Extra Ordinary posts and Grading of schools. Ensure the implementation of GDE Medium Term HR Plan. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Conversion of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. Provide inputs on the development of the recruitment strategy. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the implementation of Organizational Development processes in the District.

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|                             |   | Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Participate in the evaluation of the implemented HR Strategies in the District and monitor thereof. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc. Supervise staff.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr S Mareletse , Tel No: 016 440 1718  |
| <b><u>POST</u></b>          | : | <b><u>ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: JE2020/01/13</u></b><br>Sub Directorate: Transversal Human Resource Services   |
| <b><u>SALARY</u></b>        | : | R 376 596.00 per annum   |
| <b><u>CENTRE</u></b>        | : | Johannesburg East District   |
| <b><u>REQUIREMENTS:</u></b> | : | An appropriate three-year National Diploma/ Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.  |
| <b><u>DUTIES</u></b>        | : | Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms Elizabeth Moloko Tel No: 011 666 9109   |
| <b><u>POST</u></b>          | : | <b><u>SENIOR LEGAL OFFICER (MR5) REF NO: HO2020/01/02</u></b><br>Chief Directorate: Legal Services and Dispute Management<br>Directorate: Legal Services   |
| <b><u>SALARY</u></b>        | : | R373 389 – R 912 504 per annum (salary to be determined in accordance with experience as per OSD determination).   |
| <b><u>CENTRE</u></b>        | : | Head Office, Johannesburg  |
| <b><u>REQUIREMENTS</u></b>  | : | An LLB degree. At least 8 years post qualification experience in the provision of legal services. Admission as an Attorney or Advocate will be an added advantage. Good knowledge, understanding and practical application of Promotion of Access to Information act. Knowledge and understanding of the Constitutional Law, Administrative law, Public Service legislative framework and Education laws. The ability to work independently, long hours and under pressure. A valid South African Driver's License is essential. <b>SKILLS:</b> Interpretation of statute skills, presentation skills, research skills, legislative drafting skills, report writing and good communication (both written and verbal) as well as interpersonal skills. Well-developed analytical skills.  |
| <b><u>DUTIES</u></b>        | : | Research the legal content of Legislation, civil jurisprudence and provide reports. Conduct research on the constitutionality and legality of the legislative frameworks applicable to the Department. Co-ordinate Chapter 9 Institutions queries and ensure that their responses are done within a time-frame, Facilitate and Co-ordinate Chapter 9 reports within Districts, Schools, Analyse reports from Districts, schools on Chapter 9 Queries. Compiling and submitting section 32 reports annually to SAHRC. Coordinate and respond to requests from Chapter nine institutions. Case management: coordination and management of the implementation of decisions. Manage and coordinate the collection of data and information. Coordinate write and analyses reports. Attend to drafting of Provincial Laws, regulations. Monitor reviews of the law. Communicate with |





**POST** : **SENIOR ADMIN OFFICER: REGISTRY SERVICES REF NO: HO2020/01/17**  
Directorate: Auxiliary Services and Fleet Management

**SALARY** : R 316 791.00 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS:** An appropriate three- year National Diploma/Degree in Records and Archiving Management/Public Administration/Public Management/ Office Administration/Office Management plus minimum of 2 years' experience in administration environment. Knowledge of Office equipment's Administrative procedure relating to files. Registry norms, standards and procedures. Planning and Organizing. Organizational policies skills. Communication skills (written & verbal), organizational and interpersonal. Interpersonal relations, problem solving skills, report writing. Presentation and Facilitating skills. Project Management skills. Report writing skills and computer literacy and ability to work under pressure. Knowledge of PFMA, PAIA. Knowledge of Shortlisting and interview processes. procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service. Batho Pele principles.

**DUTIES** : Provide effective records/registry management services to the Business Unit. Monitor the opening and closing of files. Monitor policy compliance. Provide effective administrative support to the Business Unit. Provide secretariat services to the Business Unit's meetings, Provide effective records management services to the Business Unit. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Provide effective administrative support to the Business Unit. Monitor the monthly and quarterly duty rooster. Monitor the franking machine, readings and the payments thereof. Provide effective general and logistical support to the Business Unit. Monitor requisitions. Procurement of office equipment, stationary and distribution thereof. Ensure all assets in Registry are barcoded accordingly. Ensure all assets are listed in the asset register. Communicate with Asset Directorate regarding damaged and broken assets. Monitor HR processes within the Business Unit in collaboration with the Directorate: Provide supervision to personnel in the Business Unit. Human Resource Management such as leave, payroll, training, polices, appointments. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Monitoring of staff development.

**ENQUIRIES** : Mr. Victor Manngo Tel No: 011 355 0189

**POST** : **SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION (3 POSTS)**  
Sub-Directorate: Education Support

**SALARY** : R316 791.00 per annum  
**CENTRE** : Sedibeng East District **REF NO SE2020/01/21**, Gauteng West District **REF NO: GW2020/01/22**, Gauteng North District **REF NO GN2020/01/23**

**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management plus minimum of 2 years' experience in providing administration / office support. in Nutrition and Transport. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver's license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

**DUTIES** : Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day

administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling of documents in line with file plan. Maintain database for NSNP and learner transport. Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

**ENQUIRIES** : Mr S Mareletse, Tel No: 016 440 1718 (**SE District**), Ms L Dhlamini Tel No: 011 660 4581 (**GW District**), Mr LA Phaswana. Tel NO: 012 846 3641(**GN District**)

**POST** : **SENIOR ADMINISTRATION OFFICER REF NO GW2020/01/24**  
: Sub- Directorate: Finance Administration

**SALARY** : R 316 791.00 annum;  
**CENTRE** : Gauteng West District  
**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/Public Management/ Office Administration/Office Management plus minimum of 2 years' experience in administration environment. Public Finance Management Act. Treasury Regulations. Financial & Procurement procedures. Standard Chart of Accounts. Financial management & financial administration. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. Leadership skills. Written and verbal, internal and external-Daily. Applicant must be in a possession of a South African valid driver's license.

**DUTIES** : Bar-coding of newly acquired District Assets. Recording of Assets on the asset register. Allocate assets to District members. Complete data invoices and forward to Head Office for updating on asset register. Monitor movement of assets by completing transfer forms. Administer requisitions for school furniture. Do stocktaking at school when requested. Ensure completion and submission of burglary forms. Safekeeping of district audio-visual equipment. Keep record of all equipment borrowed from the safe. Contracting and evaluating, unit members. Develop programs for underperforming unit staff All administrative unit head functions.

**ENQUIRIES** : Ms L Dhlamini, Tel No: (011 660 4581)

**POST** : **TRANSPORT OFFICER: GG VEHICLES REF NO: HO2020/01/69**  
Directorate: Auxiliary Services and Fleet Management

**SALARY** : R 316 791.00 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS:** An appropriate three- year National Diploma/Degree in Transport Management / Public Administration/ Public Management plus minimum of 2 years' experience in Fleet Management environment. Knowledge of Government Motor Transport Handbook No.1 of 2019 (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written) and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead, work in a team as well as alone. Ability to work under pressure and meet deadlines. Candidate must be in possession of a driver's license (manual).

**DUTIES** : Supervise and render g-Fleet administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government -owned fleet, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet Vehicles in GDE. Validate the g-Fleet vehicle asset register. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Transport Policy Circular No. 4 of 2000. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicle accident, Damaged, stolen and loss of vehicle within the GDE. Ensure that all users of government owned

vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicle are inducted on vehicle policies. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Supervise Staff. Identify and manage poor performance. Guide, train and advise on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies. Prepare submissions, letters and internal memorandums.

**ENQUIRIES** : Ms. Monica Sampson Tel No: 011 355 1205

**POST** : **PERSONAL ASSISTANT (5 POSTS)**

Directorate: HRTS (Ekudibeng Region) REF NO: HO2020/01/25

Directorate: HRTS (Head Office): REF NO: HO2020/01/26

Directorate: HRTS (Tshwaga Region): REF NO: HO2020/01/27

Directorate: HRTS (JHB Region): REF NO: HO2020/01/28

Directorate: Infrastructure Planning: REF: HO2020/01/29

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R 257 508 per annum  
Head Office

: Grade 12 plus Secretarial/ Office Management certificate/Diploma with minimum 3 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

**DUTIES**

: Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES** : Ms. Lerato Machaka, Tel No: (011) 843 6532

**POST** : **CHIEF ADMIN CLERK: SCHOOL NUTRITION REF NO: HO2020/01/30**  
Directorate: School Nutrition

**SALARY**  
**CENTRE**  
**REQUIREMENTS:**

: R 257 508.00 per annum  
Head Office

: Grade 12 with minimum of 3 years relevant experience. Knowledge of Legislative frameworks applicable to Education. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure. Computer literacy (MS Word, Power Point and Excel); Ability to attend to detail and ensure the correctness of information; Ability to work under pressure; Ability to work independently and meet deadlines. A valid driver's licence

**DUTIES**

: Supervise and render general office support services. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture and update expenditure within the component. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement

forms for the purchasing of standard office items. Stock control of office stationery. Keep and Maintain the attendance register of the component. Keep and maintain personnel records in the component. Supervise Staff. Assist manager in compiling weekly and monthly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Liaise with service providers regarding on an ongoing basis.

**ENQUIRIES** : Mr Tshepo Leshoro Tel No: 010 600 6110

**POST** : **CHIEF ADMIN CLERK (3 POSTS)**  
Sub Directorate: Finance & Administration

**SALARY** : R 257 508. 00 per annum  
**CENTRE** : Gauteng East **REF NO: GE2020/01/31**; Sedibeng West District, **REF NO: SW2020/01/32**; Ekurhuleni North District **REF NO: EN2020/01/33**

**REQUIREMENTS** : Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.

**DUTIES** : Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning. Monitoring adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Co-ordinate and report all office maintenance issues.

**ENQUIRIES** : Mr Mpho Leotlela TEL: (011) 736-0716 Ms B Mlotshwa (SW) Tell No: 016 594 9207 Ms E Mochela Tel: (011) 746 8190

**POST** : **CHIEF ACCOUNTING CLERK: REF NO: TS2020/01/34**  
Sub Directorate: Finance and Procurement

**SALARY** : R 257 508 per annum  
**CENTRE** : Tshwane South District

**REQUIREMENTS** : Grade 12 with Accounting as a passed subject and minimum of 3 years clerical support experience in a finance environment. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver's license.

**DUTIES** : Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSAL. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. Supervise Staff. Check and authorize the work of subordinates. Provide weekly, monthly and quarterly reports. Give written feedback on queries – internal and external. Attend office meetings. To Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

**ENQUIRIES** : Mr Thabiso Mphosi, Tel No: 012 401 6363

**POST** : **SENIOR LIBRARIAN (2 POSTS)**

Sub-Directorate: Learning and Teaching Support Material

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| <b><u>SALARY CENTRE</u></b> | : | R 257 508.00 per annum  |
|                             | : | Sedibeng West District, <b>REF NO: SW2020/01/36</b> ; Tshwane South District. <b>REF NO: TS2020/01/37</b>   |
| <b><u>REQUIREMENTS</u></b>  | : | A Bachelor's degree or National Diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computers skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license.   |
| <b><u>DUTIES</u></b>        | : | Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day. |
| <b><u>ENQUIRIES</u></b>     | : | Ms B Mlotswa, Tel (016) 594 9207 ( <b>SW District</b> )<br>Mr Thabiso Maphosi Tel No: 012 401 6363 ( <b>TS District</b> )   |
| <b><u>POST</u></b>          | : | <b><u>CHIEF REGISTRY CLERK (2 POSTS)</u></b><br>Sub Directorate: Auxiliary Services<br>Section: Office Service Pool   |
| <b><u>SALARY CENTRE</u></b> | : | R 257 508 per annum   |
|                             | : | Sedibeng West District <b>REF NO: SW2020/01/38</b> . Gauteng North District <b>REF NO: GN2020/01/39</b>   |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 with minimum of 3 years relevant registry support experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.   |
| <b><u>DUTIES</u></b>        | : | Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).  |
| <b><u>ENQUIRIES</u></b>     | : | Ms B Mlotshwa Tel No: 016 594 9207( <b>SW District</b> ) Mr LA Phaswana Tel NO: 012 846 3641 ( <b>GN District</b> )   |
| <b><u>POST</u></b>          | : | <b><u>CHIEF ADMIN CLERK REF NO: SW2020/01/40</u></b><br>Sub Directorate: Auxiliary Services<br>Section: Office Service Pool   |
| <b><u>SALARY CENTRE</u></b> | : | R257 508 per annum  |
|                             | : | Sedibeng West District  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 with minimum of 3 years relevant experience. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise  |

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|                             |   | Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.  |
| <b><u>DUTIES</u></b>        | : | Supervise the daily activities of the Cleaners and the General Assistants. Leave management. Conduct random inspections of all areas allocated to the support staff. Monitor cleaning. Monitoring adherence to the weekly report for inspections. Check and confirm that all cleaning equipment is available and in good working condition. Inventory management. Waste Paper Management. PMDS evaluation. Co-ordinate and report all office maintenance issues.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms B Mlotshwa (SW) Tel No: 016 594 9207   |
| <b><u>POST</u></b>          | : | <b><u>CHIEF ADMIN CLERK: REF NO:JS2020/01/42</u></b><br>Sub Directorate: Curriculum Management & Delivery   |
| <b><u>SALARY</u></b>        | : | R 257 508.00 per annum  |
| <b><u>CENTRE</u></b>        | : | Johannesburg South District   |
| <b><u>REQUIREMENTS:</u></b> | : | Grade 12 with minimum of 3 years' relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage. Valid driver's license will be an added advantage.   |
| <b><u>DUTIES</u></b>        | : | Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr Patrick Sesane Tel No: 011 247 5944  |
| <b><u>POST</u></b>          | : | <b><u>RECEPTIONISTS (2 POSTS)</u></b><br>Directorate: Inclusion and Special Schools <b>REF NO: HO2020/01/61</b><br>Directorate: Contact Centre <b>REF NO: HO2020/01/62</b>  |
| <b><u>SALARY</u></b>        | : | R 145 281 per annum   |
| <b><u>CENTRE</u></b>        | : | Head Office   |
| <b><u>REQUIREMENTS</u></b>  | : | Matric/Grade 12. Knowledge of Office administration, Planning and Organising, Knowledge of communication systems. Communication skills (written & verbal), organisational and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.   |
| <b><u>DUTIES</u></b>        | : | Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channelled to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filing and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report mal functions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office In line with relevant legislation and policies. Participate in the collation and |

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| <b><u>ENQUIRIES</u></b>                  | : compilation of reports e.g progress reports, monthly report, etc. Respond to enquiries received from internal and external stakeholders.<br>: Ms. Semakaleng Mabotja Tel No: 011 355 1032 ( <b>Directorate: Contact Centre</b> )<br>: Mr. Quan April, Tel No: 060 997 2818 ( <b>Directorate: Inclusion and Special Schools</b> )  |
| <b><u>POST</u></b>                       | : <b><u>RECEPTIONIST</u></b> <b><u>REF NO: TS2020/01/63</u></b><br>: Sub Directorate: Finance and Administration:<br>: Section: Office Service Pool   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R145 281 per annum<br>: Tshwane South District<br>: Matric/Grade 12. Knowledge of Office administration, Planning and Organising, Knowledge of communication systems. Communication skills (written & verbal), organisational and interpersonal skills are vital for this post. Other attributes include being proactive, flexible and be able to pay attention to detail. Be highly computer literate and with sound knowledge and competency in MS Word, Excel, PowerPoint, Access and Outlook.   |
| <b><u>DUTIES</u></b>                     | : Serve as an entry point for internal and external stakeholders provide frontline service. Receives and attends to customers in a professional and cheerful manner and provides them with an efficient and courteous service. Ensure the flow of customers waiting in the reception area and ensure that they are attended to timeously and accurately. Deals with low complex queries and issues that arise at reception from visitors. Receive, screen and direct phone calls. Receive clients, files, email, documentation and parcel deliveries and channelled to correct office. Take messages and follow-up whether message was attended to. Follow up on outstanding referrals on behalf of the unit for purpose of updating tracking grid. Render secretariat service support to the contact centre. Typing of minutes, memorandums and correspondences. Send invites to officials at head office and districts by emails and fax. Receipt and transmission of messages in the unit. Filling and typing of documents. Render administrative support services to the contact centre. Keep equipment operation by following establishment process and report mal functions. Maintain the effective flow of information and documents to and from the Director/s. Maintain the safekeeping of all documentation in the office In line with relevant legislation and policies. Participate in the collation and compilation of reports e.g progress reports, monthly report, etc. Respond to enquiries received from internal and external stakeholders. |
| <b><u>ENQUIRIES</u></b>                  | : Mr Thabiso Mphosi, Tel: 012 401 6363  |
| <b><u>POST</u></b>                       | : <b><u>DRIVER/MESSENGER (2 POSTS)</u></b><br>: Sub-Directorate: Finance and Administration<br>: Section: Office Service Pool   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : R 145 281.00 per annum<br>: Ekurhuleni North District <b>REF NO: EN2020/01/64</b> ; Gauteng North District <b>REF NO: GN2020/01/65</b><br>: ABET/ Grade 10. A minimum of 7 months relevant experience in driving light cars. Knowledge and understanding of Batho Pele principles and the procedures to operate motor vehicles. Excellent verbal and written communication skills. Good inter-personal relations skills, driving skills. Valid Driver's license is required. PDP served as added advantage. Ability to work independently and under pressure.   |
| <b><u>DUTIES:</u></b>                    | : Maintain a Logbook for the allocated vehicle. Complete all the required and prescribed records including log book with regards to the vehicle prior to using the allocated vehicle. Ensure trip/travel authorization for the vehicle. Keep log sheets of allocated vehicle. Transport passengers as requested by the Line Manager. Drive light and medium motor vehicles to transport passengers to other offices. Ensure that only authorized persons are carried in the assigned vehicle. Collect and / deliver correspondence at Head Office, District Offices or any other offices as requested by the Line Manager. Do routine maintenance on the allocated vehicle and report defects timely. Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute   |



and circulate correspondences to different buildings in the Department. Record and control correspondences register. Follow up on submissions and / procurement requests. Perform general office assistance in the Business Unit (Make copies, shred documents)

**ENQUIRIES** : Ms. E Mochela, Tel No: (011) 746 8190 (**EN District**), Mr LA Phaswana, Tel No: 012 846 3641 (**GN District**)

**POST** : **GENERAL ASSISTANT REF NO:GN2020/01/67 (2 POSTS)**  
: Sub-Directorate: Finance & Administration

**SALARY** : R102 534.00 per annum  
**CENTRE** : Gauteng North District  
**REQUIREMENTS** : A minimum of Grade 10 or ABET level 4. Knowledge of public service regulations, policies and cleaning procedures. Ability to perform routine tasks. Ability to work under pressure, independently and in a team. Good communication skills.

**DUTIES** : Provide general assistant work to the unit. Assist with moving of files/documents. Load and offload furniture, equipment and other goods to the relevant destination. Clean relevant workstation. Clean government vehicles. Assist with the stock taking and maintenance. Sort redundant, obsolete and unserviceable furniture. Assist with the execution of functions attached to the post. Record all outgoing and incoming correspondence and ensure Business Unit's sign upon receipt of documents.

**ENQUIRIES** : Mr LA Phaswana, Tel NO 012 846 3641 (**GN District**)

**POST** : **MACHINE OPERATOR REF NO: SW2020/01/68**  
: Sub-Directorate: Auxiliary Services  
: Section: Office Service Pool

**SALARY** : R102 534.00 per annum  
**CENTRE** : Sedibeng West District  
**REQUIREMENTS** : ABET/Grade 8. relevant experience will be an added advantage. Knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good interpersonal relations skill. Computer literacy. Labour Serving Devices competence is highly recommended. Ability to operate office/photocopying machines. Basic trouble shooting of the electronic machines or equipment.

**DUTIES** : Operate the photocopier machine. Provide counter services. Perform minor maintenance on the photocopier machine. Report any malfunctioning of photocopier machines. Arrange for the servicing of and repair to the machines. Bind, laminate and scan the documents. Make requisition for photocopying materials. Arrange the re-ordering of copy papers, staples and toners. Update the index. Provide the management with reports on the usage of machines that will be used on transversal basis. Print all documents for staff in GDE.

**ENQUIRIES** : Ms B Mlotshwa Tel No: 016 594 9207