



GAUTENG DEPARTMENT OF EDUCATION

- APPLICATIONS** : **HEAD OFFICE [HO]** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001., **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, **CHECK ENQUIRIES ON THE ADVERT**
- CLOSING DATE** : **06 March 2020**
- 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** : **EXECUTIVE ASSISTANT REF NO: HO2020/02/03**
Directorate: Office of the HOD
- SALARY** : R733 257.00 per annum (All-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized three-year National Diploma/ Degree in Public Administration /Public Management/Office Management/ Office Administration /Administrative Management/ Administration/ Management/ Administrative Assistant plus minimum of 3 years' relevant experience at an Assistant Director level in running operational aspects of an executive office. Working knowledge of relevant prescribed Act, regulations and policies within Government. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Diary Management. Financial Acumen. A valid driver's license.
- DUTIES** : Set up and manage meetings for the Head of the Department. Manage the diary of the HoD, set up meetings or accept meetings requested by others where needed. Resolve issues independently. Print all documentation relevant to meetings and prepare daily meeting packs and give them to the HoD for their reference. Take minutes of formal or governance meetings. Ensure that the minutes are typed, approved by the meeting chair and distributed to the relevant parties within the agreed time period. Provide administrative support to the HoD. Review the HoD's incoming mail on an ongoing basis. Flag items that need personal attention respond to the appropriate ones directly and redirect selected emails to the executive's direct reports or other departments for resolution. Prepare presentations and reviews for the HoD by researching and packaging detailed content. Oversee the management of the HoD's office to ensure smooth operations and that resources are available and operating effectively. Draft communications to be distributed in the Department on behalf

of the HoD. Develop leave plans for direct reports of the HoD. Maintain all confidential filing on behalf of the executive. Monitor operational expenses and support governance processes in the Office of the HoD. Monitor expense budgets on a monthly basis and highlight potential issues to the HoD. Review Team's expense claims and prepare for sign off by the HoD. Maintain a gift and asset register for cost control and compliance purposes. Manage travel arrangements for the HoD. Liaise with Departmental approved travel agencies to make travel bookings for domestic, regional and international trips the HoD has to undertake. Ensure adherence to travel policy requirements in terms of class of travel and types of accommodation. Arrange airport and hotel transfers for the HoD. Provide detailed trip itineraries prior to each trip. Study relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regard to the policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the HoD. Remain abreast with the procedures and processes that apply in the office of the HoD.

ENQUIRIES

: Mr. Makubetse Sekhonyane Tel. No: (011) 355 0896

POST

: **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: HO2020/02/05**
Directorate: Recruitment and Selection

SALARY CENTRE REQUIREMENTS

: R 376 596.00. per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/Degree in Human Resource Management 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 is essential.

DUTIES

: Assist in the development and implementation of the GDE recruitment, selection, retention, human resource provisioning and placement strategies and ensure the implementation thereof. Assist in research to inform recruiting practices and strategies that drive programme success. Ensure the implementation of recruitment, selection, retention, human resource provisioning and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the analysis and planning of Human Resource Provisioning requirements for the Department. Coordinate the administration of all recruitment, selection, appointments, movements, placement, human resource provisioning and retention of staff for the cluster. Coordinate the placement of graduates. Coordinate the redeployment and conversion of personnel including staff who are additional to the establishment. Partake in guiding and advising personnel on human resource provisioning matters to enhance the correct implementation of personnel administration practices and policies. Ensure all personnel administration verification of qualifications are done and supervise the staff. Collate and compile of reports e.g. progress reports, monthly reports, etc.

ENQUIRIES

: Ms Mathlodi Moloto Tel no. 011 843 6831

POST

: **ASSISTANT DIRECTOR: SPECIAL INVESTIGATION REF NO: HO2020/02/06**
Directorate: Special Investigation

SALARY

: R 376 596.00. per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate, recognized three-year National Diploma/ Degree in Public Management / Public Administration in plus minimum 3 years' experience within a Public-Sector environment. Computer literacy skills. Sound report writing skills. Stakeholder relations. Conflict management and negotiation skills. Good verbal and written communication skills. An understanding of transformation issues and capacity building processes in the education sector. Ability to work independently as well as in a team. Valid Driver's License is essential.
<u>DUTIES</u>	:	Participate in the identification of underperforming schools. Coordinate interventions by relevant stakeholders to promote improved performance in schools. Respond to flash point (s) as requested to stabilize unrest situation/s. Facilitate the resolution of all cases referred in the Directorate. Monitor case reporting from internal and external Stakeholders; and prepare progress reports thereof. Supervise the administration support staff in the Directorate. PLEASE NOTE: This is a re-advertisement and candidates who previously applied may re-apply.
<u>ENQUIRIES</u>	:	Ms Lerato Machaka Tel No: 011 843 6532
<u>POST</u>	:	<u>SENIOR ADMIN OFFICER: INTERNAL COMMUNICATION REF NO: HO2020/02/07</u> Directorate: Internal Communication
<u>SALARY</u>	:	R 316 791.00. per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Johannesburg
	:	An appropriate three- year National Diploma/Degree in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management/ Communication / Public Relations/ Media Studies plus minimum of 2 years' experience in providing administration / office/ communication support. A sound working knowledge of Public Service Regulations, knowledge of Public Service Act, Public Finance Management Act and Government Communication Environment. Batho Pele principles, knowledge of Basic Conditions of Employment Act and HR Prescripts. Minutes taking, Interviewing and listening skills, Computer literacy, Communication Skills, Project Management and Problem-solving skills. Internal personal relations. Policy development and research skills. Supervisory skills. Report Writing skills. Editing skills. Innovation and creativity skills.
<u>DUTIES</u>	:	Provide effective administrative and communication support to the Internal Communication Unit. Compile submissions for procurement of Communication related goods and services and coordinate procurement of goods and services thereof. Monitor assets in the Internal Communication Unit. Administer HR processes within the Internal Communication Unit in collaboration with the Directorate: Human Resource Management such as Leave, payroll, training, policies etc. Work with HR to facilitate information sessions for all staff to publicize policies. Provide effective general and logistical support in coordinating the Internal and District Communication Forums. Compile correspondence, reports and articles for the weekly online newsletter. Provide secretariat services during Editorial meetings. Arrange and coordinate visits, meetings and other events, including shootings for the newsletter. Liaise with internal and external stakeholders. Arrange open days and staff relations initiatives. Provide effective records management services to the Internal Communication Unit. Monitor the tracking of files and correspondences. Assist in implementing the Internal Communication strategy and plans. Comply with Communication Policies, Prescripts, and other processes and procedures within the Communication Directorate. Keep abreast with new policies, other regulatory requirements including the Gauteng Corporate Identity (CI) Manual. Maintain confidential information on Internal Communication Unit matters. Ensure that there is proper signage at the Head Office, Districts and Schools (GPG logo and Flag) in line with the CI Manual. Regularly monitor information in the notice boards. Provide supervision to personnel in the Unit. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms Brenda Mabasa Tel No: 011 355 0201

<u>POST</u>	:	<u>SENIOR PERSONNEL MANAGMENT REF NO: HO2020/02/09</u> Directorate: Recruitment and Selection
<u>SALARY</u>	:	R 316 791.00. per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree in Human Resource Management plus minimum of 2 years' experience in the HR working environment. 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. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Time Management. Project management. Planning and Organising Skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Valid driver's license is essential.
<u>DUTIES</u>	:	Implement the GDE's recruitment, selection, retention and placement strategies and ensure the implementation thereof. Collect and collate data in order to assist in identifying and solving challenges in existing recruitment, selection, and retention and placement strategies. Assist in the development of Human Resource Provisioning policies based on gaps identified in district offices. Assist in the development of a Departmental Recruitment Strategy and assist the implementation thereof. Adhere to and ensure that subordinates adhere to all Human Resource Provisioning prescripts when carrying out their duties. Administrate all response handling, recruitment, selection, appointments, placement and retention of staff. Provide administrative services in the transfer, absorptions and secondments of the officials. Maintain an up to date databases for response handling, recruitment, selection, appointments, placements and retention of staff. Facilitate the effective receipt, sifting, capture and distribution of all applications and maintain the safekeeping of such documentation in line with relevant legislation and policies. Coordinate the storage and disposal of applications. Coordinate the publication of vacancy lists and the advertisement of departmental vacancies. Assist in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Assist in the compilation and forwarding of submissions to delegated authority. Partake in advising line management on matters related to recruitment and selection. Assist in provision of advisory services to shortlisting and interview panels. Conduct compliance, background and reference checks. Facilitate competency assessments for MMS and SMS levels for recruitment purposes. Maintain an accurate filing system for branches and districts. Provide continuous coaching and mentoring of subordinates.
<u>ENQUIRIES</u>	:	Ms Winny Radzilani Tel No: 011 843 6540

workshops and trainings for all relevant stakeholders Provide effective 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 Patrick Sesane Tel No: 011 247 5944

POST

: **DRIVER/MESSENGER (3 POSTS)**
: Chief Directorate: DOM (Ekurhuleni Region) **REF NO: HO2020/02/11**
: Chief Directorate: School Management: **Ref NO: HO2020/02/12**
Branch: Corporate Management **REF NO: HO2020/02/13**

SALARY

: R 145 281.00 per annum

CENTRE

: Head Office

REQUIREMENTS

: 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.

DUTIES:

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. Jabulani Mabuza Tel No: (010) 600 6192(**DOM: Ekurhuleni Region**), Ms Muriel Simelane Tel No: 011 355 0567 (**CD: School Management**). Ms Rhirhandzu Mabasa Tel No: 011 843 6524 (**Branch: Corporate Management**).