



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

GAUTENG DEPARTMENT OF EDUCATION

APPLICATIONS

HEAD OFFICE [HO] Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: **CHECK ENQUIRIES ON THE ADVERT. 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 EKURHULENI SOUTH [ES]: Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa TEL: (011) 389-6062,

DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Mr Patrick Landela 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 CENTRAL [JC]: 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,

DISTRICT JOHANNESBURG NORTH [JN]: Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: TEL: (011) 694 9378,

DISTRICT JOHANNESBURG SOUTH [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms Lola Malimangovha: 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: Peter Nkgage: TEL: (016) 440-1861

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,

DISTRICT TSWANE NORTH [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Rejoice Manamela TEL: 012 543 4313

DISTRICT TSWANE SOUTH [TS]: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt TEL: (012) 401 6363/5,

DISTRICT TSHWANE WEST [TW] Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele TEL: (012) 725 1451,

CLOSING DATE

08 November 2021

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, which must be completed in full, originally signed and initial each page. An updated CV as well as copy of your identity document and qualifications must be attached (Uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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 : **SENIOR STATE ACCOUNTANT (2 POSTS) REF NO: HO2021/10/10**
Directorate: School Funding Management
Sub-Directorate: School Financial Government and Monitoring

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus_1-year experience working in the Financial Management environment. Knowledge of Legislative Frameworks (South African Schools Act, National Norms and Standards on School Funding) Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.

DUTIES : Ensure all public schools maintain proper financial management and administration; and proper internal controls in line with the Schools Act and its Directives of administering school funds. Ensure compliance with the Norms and Standards on School Funding for section 21 schools. Implement early warning signals to ensure challenges are identified proactively. Receive and process applications relating to SASA sections 36 & 37. Receive, analyse, and provide reports on Audited Annual Financial Statements submitted by schools within the specified timeframes. Administer and monitor payments of municipal accounts for partial Section 21 schools and prepare monthly reports and expenditure analysis to identify spending trends and identify over-expenditure regularly. Ensure payments are finalized within 30 days. Prepare and submit monthly/yearly accruals within a specified period. Provide support to districts for section 21 schools' municipal accounts. Liaise with municipalities/Eskom on issues relating school accounts. Ensure compliance with Norms and Standards relating to School Fee Exemption, process qualifying applications and prepare schedules for payment and reports thereof. Liaise with all relevant stakeholders connected to the Directorate. Prepare ad hoc reports when required. Assist with audit queries. Provide administrative support to management. Allocate and ensure quality of work. Supervise human resources /staff. Assess staff performance. Apply discipline. Personnel development.

ENQUIRIES : Ms. Kgomotso Mpadisang Tel No: (011) 355 1527

POST : **SENIOR STATE ACCOUNTANT REF NO: HO2021/10/11**
Directorate: Financial Administration
Sub-Directorate: Payment Processing

SALARY : R316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting plus_1-year experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.

DUTIES : Prepare cost centre original budget documents. Populate the districts split budget template. Cost the operational plans. Prepare cash flow projections that correlate with the indicative allocation. Submit the projections to the relevant office. File

signed budget copies. Analyze spending patterns for the business unit. Prepare and submit adjustment budget movements. Keep records of adjustment budget documents. Capture the budget on the Basic Accounting System (BAS). Capture adjusted budget on BAS per programme and economic classification. Capture year-end movements on BAS per programme and economic classification. Keep records of single year budget reports. Undertake analysis of expenditure and clearing of misallocations. Analyze expenditure including compilation of Matlotlo reports. Provide support to Business Units on the amendment of errors identified during the analysis report. Ensure that the process of clearing misallocations is fast-tracked by parking journals within 48 hours. File the expenditure analysis report. Advice and support Business Units on expenditure related matters and reporting. Provide inputs to monthly Expenditure Analysis Report, Matlotlo Report, and adhoc Reports. Provide inputs during the consolidation of cash flow projections of the department as per PFMA section 40 requirements. Guide and support Business Units on expenditure related matters. Attend to audit and expenditure management queries. Report progress and bottlenecks to the Supervisor and during the Directorate meetings. Verify availability of budget before procurement process. Verify requisition forms for Goods & Services in line with Operation Plan, Cash flow, Procurement Plan and the SCOA allocations. Verify accuracy of allocations on created purchase orders. Check the status of payments and ascertain that service providers are paid. Prepare monthly and year end accruals and commitments for submission.

ENQUIRIES : Ms. Selina Phala Tel No: (011) 355 1163

POST : **SENIOR STATE ACCOUNTANT REF NO: SE2021/10/12**
Sub Directorate: Finance & Administration
Unit: Finance Management

SALARY : R 316 791 per annum
CENTRE : Sedibeng East District
REQUIREMENTS: An appropriate recognised 3- year National Diploma/Degree in Financial Management/Accounting and Cost and Management Accounting and Public Finance plus a minimum of 1 year' experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of Financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Receive Budget Allocation letter for the financial year in respect of the District, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.

ENQUIRIES : Ms N Xawuka Tel No: 016 440 1717

POST : **SENIOR ADMIN OFFICER; ITSM (4 POSTS) REF NO: HO2021/10/49**

Directorate: School Support

SALARY : R 316 791 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS: An appropriate recognised 3- year National Diploma/Degree in Information Technology / Project Management plus a minimum of 2 year' experience working in an IT related role. Knowledge of the Treasury Regulations, Configuration Management, departmental systems (BAS, etc.). IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of current technology developments and future trends. Knowledge of current technology developments and future trends. Good verbal and written communication, Project Management, Planning, analysis, conceptualizing and problem solving and Financial management.

DUTIES : Provide administrative support in the initiating and planning process for ICT projects in schools. Capture all the identified school ICT needs and requirements. Provide assistance in the development of resource plans and timelines to deliver against agreed ICT projects in schools. Provide support in monitoring the SLA with stakeholders. Provide administrative and financial support for all ICT project activities in schools. Provide ICT requirement to the schools as per the ICT plan. Track requirements during the project execution and incorporate changes into the requirements. Support the execution of all project activities. Maintain accurate record keeping, document and content management of all project documents. Provide administrative support to schools during the implementation of their changes for the duration of a pilot or warranty period. On at least a monthly basis, obtain financial information for the projects, consolidate project budget reports and submit to the Project Manager. Review financial entries on project budgets on a monthly basis to ensure that cost items have been correctly allocated. Provide end to end administrative support to the schools for business-as-usual ICT activities. Communicate ICT Asset Management Strategy to schools. Distribute and transfer all school's allocated ICT Assets to schools. Assist in the collation of a report on the ICT Asset damages, thefts and security breaches. Check if schools comply with the ICT regulations and policies. Assist schools in maintaining their ICT Asset Inventory. Provide advice and guidance with regards to ICT initiatives. Develop and maintain a copy of Schools ICT Asset Register. Identify parents that need to be indemnified for learner's tablet damages. Provide supervision to personnel in the Business Unit. Supervise staff. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.

ENQUIRIES : Ms Mechelle Brink Tel No: 011 355 1223

POST : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING**
REF NO: GN2021/10/13
Sub Directorate: Transversal Human Resource Services

SALARY : R 316 791 per annum
CENTRE : Gauteng North District
REQUIREMENTS: An appropriate three- year National Diploma/Degree in Human Resource Management or Public Administration / Industrial Psychology (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers. Knowledge of National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, Presentation, Facilitation and supervisory skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment

to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the District. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79 / HR1 to Head Office for publication. Receive and distribute vacancy list within the District (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.

ENQUIRIES : Mr Patrick Landela Tel No: 012 846 3754

POST : **CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: SW2021/10/14**
Sub Directorate: Transversal Human Resource Services

SALARY : R 316 791 per annum

CENTRE : Sedibeng West District

REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Human Resource Management or Public Administration / Industrial Psychology (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver's license.

DUTIES : To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal Facilitate the processing of home owners allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES : Ms Bertha Mlotshwa Tel No: 016 594 9207

POST : **SENIOR ADMIN OFFICER REF NO: HO2021/10/15**
Directorate: HRTS (Johannesburg Cluster)

SALARY : R 316 791.00.00 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS: An appropriate three- year National Diploma/Degree in Public Administration/ Human Resource Management/Public Management/ Office Administration Management with minimum of 2 years' relevant experience. Knowledge and understanding of effective administration and document management. Knowledge and use of PERSAL and BAS is essential. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Advanced Computer literacy in MS Excel, Word, Access, PowerPoint and MS Office required. Ability to work under pressure. Conflict management, Financial management and Project Management skills necessary. Self-

disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

DUTIES : To assist with facilitation of key administrative functions within the office of the Director. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the office of the Director. Office Management in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to cluster queries. Assist to monitor the expenditure usage in the office of the Director in line with the procurement plans and the approved budget. Perform other duties assigned or delegated by immediate supervisor.

NB: Please note that this is a re-advertisement, candidates who applied previously need not re-apply.

ENQUIRIES : Ms. Simphiwe Nkosi Tel No: (011) 843 6612.

POST : **SENIOR ADMIN OFFICER REF NO H02021/10/16**
Directorate: Contact Centre

SALARY CENTRE REQUIREMENTS : R316 791.00 per annum
: Head Office, Johannesburg
: An appropriate three- year National Diploma/Degree in Public Administration/ Public Management/Office Management/Office Administration /Administrative Management. 2 years' experience in administration, financial administration, supply chain management, records management, and assets management. Knowledge of Office administration, Planning and Organising, Knowledge of communication systems, Knowledge of financial procedures, treasury regulations and other financial and supply chain management prescripts. 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.

DUTIES : Provide effective administrative support to the Contact Centre. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Contact Centre. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, e-mail, deliveries, and other requests. Provide effective general and logistical support to the Contact Centre. Compiling correspondence, reports, presentations and other written material for the Contact Centre. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Contact Centre's meetings. Typing of minutes, memorandums and correspondences. Liaise with internal and external stakeholders which includes responding to enquiries received from internal and external stakeholders and following up on outstanding referrals on behalf of the unit for purpose of updating the tracking grid. Provide effective records management services to the Contact Centre. Maintain records of all files, correspondences and registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents and other correspondences into the repository. Maintain the condition of documents. Ensure confidentiality and security of files and filing systems. Comply with policies, prescripts, and other processes and procedures within the Contact Centre. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Contact Centre regarding monitoring administrative tasks assigned and ensure statutory compliance. Participate in the collation and compilation of reports e.g., progress reports, monthly report, etc.

ENQUIRIES : Mr Ewart Nemafohoni Tel No: (011) 355 1114

POST : **SENIOR ADMIN OFFICER (4 POSTS)**
Sub-Directorate: Information Systems and Strategic Planning

SALARY CENTRE : R316 791.00 per annum
: Johannesburg South District REF NO: JS2021/10/17. Tshwane West REF NO: TW2021/10/18. Tshwane North REF NO: TN2021/10/19. Sedibeng West District REF NO: SW2021/10/20.

REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Public Administration/ Public Management/Office Management/Office Administration/Administrative Management plus a minimum of 2 years' experience in Administration, Financial Administration, Supply Chain Management, Records Management and Assets Management. Knowledge of Public Service Act and Regulations. Financial Procedures, Treasury Regulations and other Financial and SCM Prescripts. Other relevant Prescripts governing Public Service, Batho Pele principles. Computer literacy, Communication, Project Management. Interpersonal relations, Presentation, technical and interpersonal skills. People management, report writing, good problem solving and analytical skills. A valid driver's license is essential.

DUTIES : Provide effective administrative support to the maintenance Unit. Compile submissions for procurement of goods and services and coordinate procurement of goods and services thereof. Render assistance during compilation of the budgeting, audit and financial functions, and monitor expenditure and resources. Monitor assets in the Business Unit. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondences Monitor the scanning and filing of documents and other correspondences into the repository. Maintain the condition of documents. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide confidential information on Business Unit matters. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.

ENQUIRIES : Ms Rejoice Manamela Tel No: (012) 543 4313 (**TN District**); Ms Sizakele Zwane Tel No: 011 247 5700. (**JS District**); Ms Priscilla Ravele Tel No: 012 725 1451 (**TW District**) Ms Bertha Mlotshwa Tel No: (016 594 9207(**SW District**))

POST : **SENIOR ADMIN OFFICER REF NO: HO2021/10/21**
Directorate: System Administration and Certification
Sub- Directorate: Certification

SALARY : R 316 791.00 per annum
CENTRE : Head Office, Johannesburg

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. Knowledge of the National Senior Certificate (NSC) and the Senior Certificate amended qualification requirements are a pre- requisite. Knowledge of policies/regulations relating to certification processes. Computer literacy in the mainframe and server-based system are essential. Good Communication skills. Telephone etiquette. Ability to work well under pressure. A valid driver's license is essential.

DUTIES : Provide effective administrative support to the Business Unit. Provide helpdesk support regarding the combination of results and duplicate certificates. Provide administration support on all processes relating to certification and assist in processing verifications. Provides Support to the District Offices in relation with certification functions. Track all results' queries. Provide secretariat services to the Business Unit's meetings. Liaise with all Education Departments, SITA, DBE and Umalusi on all matters relating to certification. Provide effective records management services to the Business Unit. Supervise staff in Certification Sub-Directorate.

ENQUIRIES : Mr Linda Xulu Tel No: 010 601 8009

POST : **SENIOR ADMIN OFFICER REF NO: HO2021/10/22 (3 POSTS)**
Directorate: Talent Management and Innovation
Sub-Directorate: Talent Management

SALARY : R 316 791.00 per annum

CENTRE : Head Office, GCRA

REQUIREMENTS: An appropriate three-year National Diploma/Degree in Public Management/Business Management plus a minimum of 2 years working experience in administration. Financial Bursary Administration and Reporting experience will be an added advantage. Good interpersonal and communications skills. Computer skills (MS Word, Excel, Power point and Outlook) Strong knowledge and experience of application of Financial legislation SCOA, PFMA and Treasury regulations. Strong Knowledge of the Higher Education Institutions Prescripts will be an added advantage. Ability to work in a team, independently and work beyond normal working hours. Ability to work under sustained pressure and deliver satisfactory results. Proactive, flexible and pay attention to detail. Ability to maintain high levels of confidentiality and interact with people at various levels. Valid Driver's license will be an added advantage.

DUTIES : Assist in the effective implementation, management, and compliance with the bursary policy. Provide project coordination and administration support to the business unit and related programmes and projects. Conduct first level data analysis and reporting to support the work of the Assistant director. Facilitate the signing of bursary contracts and upkeep of the files thereof in compliance with the document management policy of the GCRA. Assist with the management, administration, and support of both new and existing bursars. Assist with the management of the bursary budget and accounts, including the preparation of reports. Liaise with Tertiary Institutions and bursary unit to ensure that all compliance documentation is in place to allow for invoices to be processed and paid within 30 days. Assist with the preparation of bursary monthly reports and reconciliation. Ensure policies and procedures are adhered to and updated. Evaluation of internal control system and making recommendation on the best possible interventions. Ensure prompt response to audit queries and any other related duties assigned by the supervisor.

ENQUIRIES : Ms Belina Molaba Tel No: 011 355 1170

POST : **SENIOR ADMIN OFFICER REF NO: EN2021/10/23**
Sub-Directorate: Finance & Administration
Unit: Provisioning and Administration for Institutions

SALARY : R316 791 per annum

CENTRE : Ekurhuleni North District

REQUIREMENTS : An appropriate three-year National Diploma/Degree in Public Administrative/Public Management/Office Management /Office administration/Administrative Management plus a minimum of 2 years' relevant experience in administration, financial administration, supply chain management, records management and asset management. Knowledge of 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 : Provide effective administrative support to the Business Unit.Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Co-ordinate and monitor the requisitions from schools without section 21 functions (new schools and schools under SASA Section 25 Administration). Co-ordinate and ensure that schools update their assets registers in line with prescripts. Provide effective general and logistical support to the Business Unit. Compiling correspondence, reports, presentations and other written material for the Business Unit and liaise with internal and external stakeholders. Provide effective records management services to the Business Unit, maintain records of all files, correspondences and registers. Administer HR processes within the Business Unit in collaboration with the Directorate. Ensure Human Resource Management such as Leave, payroll, training, polices Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide

supervision to personnel in the Business Unit, Allocate and ensure quality of work.

ENQUIRIES : Ms Emily Mochela Tel No: 011 746 8190

POST : **SENIOR ADMIN OFFICER REF NO: JC2021/10/24**
Sub Directorate: Examinations & Administration

SALARY : R316 791 per annum
CENTRE : Johannesburg Central District
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Public Administration / Public Management plus a minimum of 2 years' relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assure registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes. Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the afore mentioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.

ENQUIRIES : Mr Linda Mabutho Tel No: 011 983 2231

POST : **CHIEF PERSONNEL OFFICER (PMD) REF NO: SW2021/10/25**
Sub Directorate: Transversal Human Resource Services
Unit: Performance Management & Development

SALARY : R316 791 per annum
CENTRE : Sedibeng West District
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Human Resource Management / Human Resource Development plus a minimum of 2 years' relevant experience in the HR working environment. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Supervisory skills, Computer literacy and ability to work under pressure. Applicant must be in a possession of a South African valid driver's license.

DUTIES : The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include; providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

ENQUIRIES : Ms Bertha Mlotshwa Tel. No: 016 594 9207

POST : **SENIOR ADMIN OFFICER: TRANSPORT REF NO TS2021/10/26**
Sub-directorate: Finance and Administration

SALARY : R316 791.00 per annum
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate recognized three - year National Diploma/Degree in Transport Management plus a minimum of 2 years' relevant experience in Transport management. Knowledge of PFMA, National Transport Circulars. Public Service Act and Regulations. Knowledge of Supply Chain Management Policy and Electronic Log Sheet System. Computer literacy, communication and Supervisory skills. Report writing, interpersonal and problem-solving skills. A valid driver's license is essential.

DUTIES : Supervise, Render g-Fleet and subsidized vehicles 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 and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. 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 Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. 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 vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

ENQUIRIES : Mr Thabiso Mphosi Tel No: (012) 401 6434

POST : **SENIOR PROVISIONING ADMIN OFFICER: REF NO TS2021/10/27**
Sub-directorate: Finance and Administration
Unit: Provisioning and Administration

SALARY : R316 791.00 per annum
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree in Financial Management/Financial Accounting/Accounting/Management Accounting plus a minimum of 2 years' relevant experience in a Finance Environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public

Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, Good verbal and written communication skills Planning and organization and Good inter-personal relations. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES : Mr Thabiso Mphosi Tel No: (012) 401 6434

POST : **SENIOR PERSONNEL PRACTITIONER (EAP/HIV) REF NO: GW2021/10/28**
Sub-Directorate: Transversal Human Resource Services

SALARY : R316 791.00 per annum
CENTRE : Gauteng West District
REQUIREMENTS : An appropriate recognized 3- year tertiary qualification in Social Work / Psychology plus a minimum of 2 years' relevant experience in EAP/HIV environment. Knowledge of policies on EAP and HIV/AIDS and applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative analytical and organizational Skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.

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

POST : **SENIOR PERSONNEL PRACTITIONER: HRD (3 POSTS)**
Sub Directorate: Transversal Human Resource Services
Unit: PMDS

SALARY : R316 791.00 per annum
CENTRE : Johannesburg Central District (**2 Posts**) Ref No: **JC2021/10/29**. Johannesburg South District **REF NO: JS2021/10/30**
REQUIREMENTS : An appropriate three- year National Diploma/Degree in Human Resource Management/ Human Resource Development plus a minimum of 2 years'

experience in the office staff Training and Development working environment. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act). Knowledge and understanding of Human Resource Management Practices and Procedures. Skills Development. Public Finance Management Act. Good communication skill, computer literacy, project management, interpersonal, problem solving, presentation and analytical skills. Financial management, planning and organizing, people management, facilitation, report writing and minutes taking skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Co-ordinate and Implement Training and Development of all office based and public-school staff members. Coordinate training for staff in line with skills development plan by working together with District Skills Development Coordinating Team in addressing staff training needs. Consolidate costing of identified training programmes against allocated training budget. Monitor and evaluate the impact of training provided by obtaining feedback from delegates and their immediate supervisors. Coordinate Learnership and Internship programmes. Facilitate the implementation of Learnership and Internship, experiential learning and Work Integrated Learning (WIL) programmes aimed at assisting unemployed youth to gain workplace experience. Facilitate the orientation and induction programmes for new Learners and Interns. Facilitate exit strategy of internship learners. Coordinate the GDE Bursary Programmes in the District. Monitor and report on compliance of GDE bursary policy. Provide administrative support services for the Business Unit. Draft memos inviting/ requesting participants to attend training. Coordinate CIP projects for newly appointment employees. Coordinate and implement staff Induction. Coordinate internal staff induction and orientation programmes. Coordinate and facilitate Compulsory Induction Programme.

ENQUIRIES : Mr Linda Mabutho Tel. No: 011 98 3 2231 (**JC District**). Ms Lola Malimangovha Tel NO: (011) 247-5957. (**JS District**).

POST : **SPORTS FACILITATOR REF NO: HO2021/10 /31 (X2 POSTS)**
 Directorate: Performance Management and Development
 Sub- Directorate: Employee Health and Wellness

SALARY : R316 791.00 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate National Diploma/Degree in sports management/sports psychology, plus a minimum 2 years' experience in the Human resource environment dealing with Employee health and wellness, mainly physical wellness matters. Knowledge of PFMA 1 of 1999, Treasury regulations, Public Service Act 103 of 1994, Employment of Educators Act 76 of 1998, COIDA Act 103 of 1993, OHS Act 85 of 1983, Prevention of and Treatment for Substance Abuse 70 of 2008 and the National Drug Master Plan (NDMP), DPSA National Strategic framework on the implementation of Employee Health and Wellness programmes in the public service. Good Communication Skills, Customer Services. Computer Literacy (MS WORD/ PowerPoint and EXCEL). Conflict and Problem-Solving skills. Ability to work independently.

DUTIES : Conduct and implement sports and recreational activities in the department. Conduct various sporting and recreational activities in the organization. Promotion and marketing of various sports and recreational events within the organization. Facilitate the provision of conducive sporting venues and equipment are provided to the participants. Maintain and ensure that employee wellness is achieved in various sporting codes and activities within the head office and districts. Facilitate the provision of physical and financial resources relating to various sports and recreational activities. Establish and maintain relationships with stake holders in the development and implementation of physical wellness interventions. Facilitate the establishment of partnerships/ relationships between the department and various stakeholders. Ensure that departmental employees benefit from agreements made with affiliated/ associated sporting codes service providers. Safeguard the existing physical resources in terms of equipment and venues to conduct various sporting activities. Facilitate the development of (MOU) memorandum of understanding between the department and various stakeholders. Ensure and maintain good stakeholder relations through the establishment of various sports and recreation resources and wellness steering

committees. Safeguard and ensure proper governance and continuous reporting of various interventions relating to sports and recreation activities. Facilitate the establishment of the departments sporting committee. Participate in the inter-departmental sporting committee. Facilitate the organizing of sports and recreation committee meetings. Compile meeting minutes and recommendations taken during the committee meetings. Compile monthly/ quarterly employee wellness/ sports and recreational reports. Facilitate the registration of various sports and recreational codes with various accredited sporting bodies. Participate in the development of the Departments Employee Health and Wellness Policies, Procedures and Guidelines. Provide inputs in the development, review and realignment of Employee Health and Wellness policies, procedures and guidelines. Develop and maintain best practices of Employee Health and Wellness policies, procedures and guidelines. Conduct workshops as part of Employee Health and Wellness training and implementation, interpreting and explaining the policies, guidelines and procedures to the Departmental personnel. Facilitate the development of sporting constitutions/ frameworks and terms of reference.

ENQUIRIES : Ms Motshedisi Ramohloli, Tel No: (011) 843 6656

POST : **CHIEF WORKS INSPECTOR: BUILDING (2 POSTS) REF NO: HO2021/10/32**
Directorate: Maintenance
Sub Directorate: Maintenance and Work Inspections

SALARY : R316 791.00 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : National Diploma in Building or N3 with passed Trade Test or National Diploma in Engineering Plus a minimum of 3 Years' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances

ENQUIRIES : Ms. Ntendeleni Radzilani Tel No: 011 843 6540

POST : **CHIEF PROVISIONING ADMIN CLERK: REF NO TS2021/10/33**
Sub-directorate: Finance and Administration
Unit: Provisioning and Administration for Institution

SALARY : R 257 508.00 per annum
CENTRE : Tshwane South District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management

is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Mr Thabiso Mphosi Tel No: (012) 401 6434

POST : **SOCIAL WORKER (GRADE 1) (2 POSTS) REF NO: HO2021/10/34**
Directorate: Performance Management and Development
Sub- Directorate: Employee Health and Wellness

SALARY : R 257 592.00 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : A recognised 4 year Bachelor Degree in Social Work/Social Sciences. Registration with the South Africa Council for Social Service Professions as Social Worker. Minimum of 1-2 years' appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Knowledge and understanding of Social dynamics, human behaviour, and social systems. Knowledge of Social legislation: Children's Act 2014, Domestic Violence Act 116 of 1998, Mental Health Act 17 of 2002, PSA 104 of 1994, Employment of Educators Act 76 of 1998, BCEA 75 of 1997, LRA 66 of 1995, PFMA, DPISA Strategic framework on the implementation of EH&W in the public service 2008, Gender based and femicide National Strategic plan 2019-2024, Prevention of and Treatment for Substance Abuse 70 of 2008 and the National Drug Master Plan(NDMP), HIV/AIDS and TB National Strategic plan 2017-2022 and ethical practices governing field and Integrated Employee Health and Wellness programmes.

DUTIES : Render a social work service with regard to care, support, protection, and development of vulnerable groups. Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups, and communities, through provision of psychosocial support services. Conduct employee Health and wellness marketing services to GDE employees and their family members. Facilitate and implement interventions aimed at addressing the impact of substance abuse/ dependency in the workplace, gender-based violence, sexual harassment, mental health disorders, stress, anxiety, depression etc. Provide counselling and Trauma debriefing services to individuals, groups and families with the view to enhance personal and organizational wellness. Conducting Social Work research programmes. Represent GDE in various departmental, provincial and national recognized structures. Produce monthly, quarterly, and annual reports for various internal and external stakeholders.

ENQUIRIES : Ms Motshedisi Ramohloli, Tel No: (011) 843 6656

POST : **WORKS INSPECTORS: BUILDING (8 POSTS) REF NO: HO2021/10/35**
Directorate: Maintenance
Sub Directorate: Maintenance and Work Inspections

SALARY : R 208 584 00 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Building or N3 with passed Trade Test plus a minimum of 1 year' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : To implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Ms. Lerato Machaka Tel No: 011 843 6532

POST : **WORKS INSPECTORS: ELECTRICAL (3 POSTS) REF NO: HO2021/10/36**
Directorate: Maintenance
Sub Directorate: Maintenance and Work Inspections

SALARY : R 208 584 00 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognized three-year National Diploma/ Degree in Electrical or N3 with passed Trade Test and Wiremans License plus a minimum of 1 year' experience post qualification. Valid Drivers' License. Computer literate.

DUTIES : To implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Ms. Lerato Machaka Tel No: 011 843 6532

POST : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: TW2021/10/37**
Directorate: THRS

SALARY : R257 508 per annum
CENTRE : Tshwane West District

REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree in Human Resource Management or Public Administration/ Industrial Psychology (Majoring with HR/Personnel Management) plus a minimum of 1-2 years' experience in an HR working environment. Knowledge of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES : Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES : Ms Priscilla Ravele : Tel No: 012 725 1451

POST : **CHIEF ADMIN CLERK REF NO: ES2021/10/38**
Sub-Directorate: Information System & Strategic Planning

SALARY : R257 508 per annum
CENTRE : Ekurhuleni South District

REQUIREMENTS: Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or

other correspondence when 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 asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Xolani Kheswa Tel No: (011) 389 6062

POST : **CHIEF ADMIN CLERK REF NO: SW2021/10/39**
Sub-Directorate: Transversal Human Resources Services

SALARY : R257 508 per annum
CENTRE : Sedibeng West District

REQUIREMENTS: Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when 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 asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms Bertha Mlotshwa Tel No: (016)594 9207

POST : **SENIOR LIBRARIANS (2 POSTS)**
Sub-Directorate: Learning and Teaching Support Material

SALARY : R 257 508.00 per annum
CENTRE : Ekurhuleni South District **REF NO: ES2021/10/41.** Johannesburg North District **REF NO: JN2021/10/ 42**

REQUIREMENTS : 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. Computer 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.

DUTIES : 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.

ENQUIRIES : Mr Xolani Kheswa Tel (011) 389 6062 (**ES District**). Ms Nelisiwe Mashazi
Tel NO: 011 694 9321 (**JN District**).

POST **CHIEF ACCOUNTING CLERK: PAYMENT PROCESSING REF NO: HO2021/10/45**
Directorate: Financial Administration

SALARY : R257 508 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree in Financial Management/Financial Accounting/Accounting/Management Accounting plus a minimum of 2 years' relevant experience in a Finance Environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS and SAP. Public procurement procedures and financial related policies. Computer literacy, Time Management, Good verbal and written communication skills Planning and organization and Good inter-personal relations. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Processing of supplier payments in accordance to regulatory framework and internal processes. Validate completeness, accuracy and eligibility of invoices submitted for payments before processing. Quality assure the correctness of invoices routed to the system. Compile the payment runs and submit to Provincial Treasury on a weekly basis. Receive payment proposal from Treasury. Financial reporting. Compile Accruals report. Respond to Audit queries, Supplier queries and stakeholders' queries. Attend to supplier queries as and when they arise and investigate to establish the basis of the query. Check on the system if there's is any delays from finance side and find out from the end-user reason for non-payment. Assist in getting the invoices paid by preparing all the administration required. Conduct daily risk assessments in payment of suppliers and assist to identify shortcomings in the accounting system processes. Perform an investigation on the system to check for duplicate payments and start the debt take-on process for any identified duplicate payments. Provide effective, efficient supervision of staff and Management of resources. Follow up on unprocessed transactions older than 8 Hours. Monitor performance of staff and identify any poor performance to address it effectively for improving team performance. Guide, train and advice staff on all financial administration processes to enhance the correct implementation of policies and practices. Compile and submit the work plan, performance developments plan, Job description and performance agreements of staff. Ensure proper utilization and safeguarding of assets.

ENQUIRIES : Ms Palesa Banda Tel No: (011) 355 0384

POST : **PERSONAL ASSISTANTS (3 POSTS)**
Directorate: Educator Training and Special Projects **REF NO: HO2021/10/46**
Directorate: School Funding Management **REF NO: HO2021/10/47**
Office of the DDG: Education Support **REF NO: HO2021/10/48**

SALARY : R 257 508 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 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 documents that relate to the Director/Chief Director's and DDG'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/Chief Director and DDG.

ENQUIRIES

:

Ms. Gabisile Mavuso, Tel No: (010) 600 6160 (**Directorate: Educator Training and Special Projects**). Ms Kgomotso Mapadisang, Tel No: (011) 355 1527 (**Directorate: School Funding Management**). Ms Thobeka Magwambe Tel No: (011 355 0520 (**Office of the DDG: Education Support**).