POST: ASSISTANT DIRECTOR: ASSET VERIFICATION
DIRECTORATE: Asset Management
SUB DIRECTORATE: Asset Control
REF. NO: HO2015/10/01
SALARY: R 289 761 p.a. (Plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS:

DUTIES: Compile and implement a comprehensive, effective, relevant, sustainable action/operational plan for the section’s budget and manage within budgetary constraints. Prepare a report for the demand plan for all department offices. Exercise control over all personnel within section, including performance management; discipline (taking corrective measures through application of fair labour practices); in ensuring achievement of section’s goals. Assist with the development and implementation of asset management policies and procedures. Assist with the development of and effective implementation of Asset Management Strategy. Ensure all officials within Asset Management function are sufficiently trained on assets management systems, processes, procedures and policies. Perform all duties related to the effective management of assets within the Department. Prepare monthly reconciliation between the Asset Register and BAS reports as well as an annual reconciliation of the Asset Register, Annual Financial Statements and the Ledger. Manage the Service Level Agreement pertaining to Asset Management. Follow up and resolution of queries and discrepancies. Support the relevant Managers and District offices in the execution of asset management functions. Provide training to all departmental asset management officials.

ENQUIRIES: Mr. Stephen Shole, Tel: (011) 355 0173
POST: ASSISTANT DIRECTOR: ASSET FINANCIAL RECONCILIATION
DIRECTORATE: Asset Management
SUB DIRECTORATE: Asset Control
REF. NO: HO2015/10/02
SALARY: R 289 761 p.a. (Plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS:

DUTIES: Compile and implement a comprehensive, effective, relevant, sustainable action/operational plan for the section’s budget and manage within budgetary constraints. Prepare a report for the demand plan for all department offices. Exercise control over all personnel within section, including performance management; discipline (taking corrective measures through application of fair labour practices); in ensuring achievement of section’s goals. Assist with the development and implementation of asset management policies and procedures. Assist with the development of and effective implementation of Asset Management Strategy. Ensure all officials within Asset Management function are sufficiently trained on assets management systems, processes, procedures and policies. Perform all duties related to the effective management of assets within the Department. Prepare monthly reconciliation between the Asset Register and BAS reports as well as an annual reconciliation of the Asset Register, Annual Financial Statements and the Ledger. Manage the Service Level Agreement pertaining to Asset Management. Follow up and resolution of queries and discrepancies. Support the relevant Managers and District offices in the execution of asset management functions. Provide training to all departmental asset management officials.

ENQUIRIES: Mr. Stephen Shole, Tel: (011) 355 0173
POST: ASSISTANT DIRECTOR: G-FLEET MANAGEMENT
DIRECTORATE: Auxiliary Service & Fleet Management
SUB DIRECTORATE: Fleet Management
REF. NO: HO2015/10/03
SALARY: R 289 761 p.a. (Plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS:
An appropriate recognized three years tertiary qualification (or equivalent) qualification (NQF L6) plus 3-5 years relevant experience or Grade 12 plus 10 years relevant experience. Applicant with prior learning, either by means of experience or alternative course may also apply. Transport administration experience and qualification will be an added advantage. Knowledge of Transport policies (Subsided and GG cars). Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills - Advance, Ms Word and Excel. Candidate must be in possession of a driver’s license (Manual). Key competencies: Training in electronic Log System, Vehicle Tracking systems, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Planning and organization skills, report writing, leadership and management skills.

DUTIES: Provide administration support of the unit. Execute daily office record keeping. Management and control of logbooks for both Sub cars and G-Fleet as prescribed by Policies. Management of the Asset registers for both G Fleet and Subsided vehicles. Monitor effective utilization of both G-Fleet and Subsided vehicles (PFMA compliance). Ensure G.G cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refund after the officials who have left the system. Ensure that Performance Management System is executed.

ENQUIRIES: Mr. T. Motswane Tel: 011 843 6639
ASSISTANT DIRECTOR: OVERSIGHT, MONITORING AND REPORTING (X2 POSTS)

DIRECTORATE: Strategic Policy Management

REF. NO: HO2015/10/06

SALARY: R289 761 per annum (Plus benefits)

CENTRE: Head Office

REQUIREMENTS:
An appropriate, recognized 3-year tertiary qualification (Diploma or Degree) and a minimum of 7 years relevant experience in Statistics, Performance Management or Monitoring and Evaluation. An understanding of the discipline of monitoring and evaluation. Proven project management experience and skills. Proven management and leadership abilities. Skills, knowledge, experience and attributes with regards to education legislation, education policies and public finance. Computer literacy i.e. proficiency in MS Word, MS Excel, MS Access and MS PowerPoint and other advanced statistical and data management packages. Ability to identify and conceptualize education policy problems and find solutions. Good communication skills (written and verbal) and interpersonal skills. A valid driver’s licence and willingness to travel locally.

DUTIES: Monitoring the implementation of education policy and plans. Report on the outcome of monitoring activities to various internal and external stakeholders through monthly, quarterly and annual reports on the state of education in the province. Facilitation and writing of the performance reports of branches/senior managers through bi-annual reports and tracking the implementation of the MEC and HODs performance contracts. Analysis, verification and reporting of data submitted. Ensure the reliability and credibility of data through benchmarking and standardization in line with provincial, national and international practices. Development of appropriate monitoring and data collection, management and verification tools. Ensure the effective management and maintenance of an operational information system for monitoring and reporting. Database management of monitoring reporting and evaluation data/information. Compile briefing documents on the state of data and ensure that the databases are updated and maintained.

ENQUIRIES: Ms. Phindile Dhlamini (011 355 0495)
POST: ASSISTANT DIRECTOR: STRATEGIC PARLIAMENTARY SERVICES
DIRECTORATE: Strategic Policy Management
REF. NO: HO2015/10/07
SALARY: R289 761 per annum (Plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate, recognized three year qualification or an equivalent Qualification plus 3-5 years relevant working experience or Grade 12 or equivalent PLUS more than 10 years relevant experience. Knowledge of the education legislation and other relevant legislations relating to parliamentary services. Clear understanding of how legislature functions, including the process and procedures in the legislature. Excellent communication skills (written & verbal). An understanding of and commitment to the strategic objectives of the Gauteng Provincial Government. Sound understanding of computer packages (MS Word, MS Excel, and MS PowerPoint) Ability to work under pressure. Ability to work in a team. Attention to detail. Valid driver’s license.

DUTIES: Monitor and ensure compliance with the programme of the legislature. Support the Parliamentary Liaison Officer in the office of the MEC to ensure compliance with the programme of the legislature. Coordinate, compile and quality assure responses to parliamentary questions and responses to recommendations from studies conducted by portfolio committees of the legislature. Coordinate the introduction of draft legislation into the legislature for consideration and promulgation. Coordinate the compliance with and responses to resolutions of the legislature especially the Education and Finance committees and SCOPA. Provide any other support to the MEC, Department and managers in respect of matters related to the work of the legislature. Maintain a database on matters of the unit.

ENQUIRIES: Ms. Phindile Dlamini (011 355 0485)

OST: SOCIAL WORKER GR 1, 2, 3: EMPLOYEE HEALTH & WELLNESS PROGRAMME (2 POSTS)
DIRECTORATE: Performance Management Development
REF. NO: HO2015/10/08
SALARY: (Gr 1) R196 341 – R227 610 p.a. as per OSD determination
(Gr 2) R241 467 – R279 918 p.a.
(Gr 3) R295 635 – R 342 720 p.a.
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate, recognized Bachelor of Social Work, or BA Psychology or appropriate relevant qualification with a minimum of five years’ experience in the Employee Health and wellness and related fields. Registration with the South African Council for Social Services Professions (SACSSP). Application of different Psycho-therapeutic interventions. Conversant with acts, policies and legislation pertaining to the Social Work Practice; Public service and Education Sector. Must be able to work in a transversal teams; Innovative. Project management skills. Knowledge of Policy development. Strong written and verbal communication skills and fluency in written and spoken English. Must be able to apply high degree of Judgment in dealing with government officials, counterparts and other stakeholders. Sound communication, negotiation, conflict and strategic management skills. The ability to coordinate and collaborate with internal and external stakeholders. Ability to link Employee Health and Wellness with HR functions. Mentoring and coaching skills . Ability to work under pressure. Knowledge of Financial management .
Proficiency in computer literacy is essential (MS Word, Outlook, Excel, PowerPoint). A valid driver’s license.

**DUTIES:** Coordinate and provide Employee Health and Wellness interventions to employees and their immediate family members. This includes project coordination & implementations for proactive and reactive interventions in the Province, in all GDE institutions. Including training of employees on EHW Programmes. Consult and liaise with relevant stakeholders as part of a multidisciplinary support team that is sensitive to and accommodates diversity, with appropriate capacity building, policies, and support. Use eco-systemic and innovative approaches in the understanding of barriers to work performance and development of employees. Conduct psycho-social assessments aimed at identifying barriers to Workplace productivity and performance and justify relevant interventions. Management of Trauma and critical incidents; and trauma debriefing. Market and advocate for employee Health and wellness services and programmes. Facilitate presentations at different forums and settings. Provide strategic support to district based coordinators. Monitor and evaluate programme implementation. Ensure adherence to allocated budgets. Conduct social work interventions, research, and social Work administration.

**ENQUIRIES:** Ms. Motshidisi Ramohloki, Tel. No: (011) 355 0102

**POST:** ASSISTANT DIRECTOR: OFFICE STAFF TRAINING AND LEARNERSHIPS

**DIRECTORATE:** Performance Management Development

**REF NO:** HO2015/10/05

**SALARY:** R289 761 p.a (plus benefits)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** Three year degree or Diploma in Human Resources Management/Human Resources Development or grade 12 with more than 10 years working experience in Human Resource Management. Knowledge of SDA, SDLA, Public Service Act, Public Service Regulations, NSDSIII, Human Resources Development Strategy for the Public Service. Qualification in Skills Development Facilitation or ODETD will be an added advantage. Relevant of 3-5 years of experience in Human Resource Development in the public service. Knowledge of SDA, SDLA, Public Service Act, Public Service Regulations, NSDSIII, Human Resources Development Strategy for the Public Service. The incumbent must have excellent verbal and written communication skills, intermediate to advanced knowledge of MS Packages (Word, Excel, PowerPoint,). The person must be able to work in a team. The incumbent must have a valid driver’s license.

**DUTIES:** To coordinate the allocation of bursaries. To coordinate bursary Administration. To coordinate Employee Induction & Compulsory induction programme. To implement Internships & Learnerships Programme. To coordinate office staff training and development (OSTD). To coordinate Adult Education and Training programme. To coordinate Leadership programmes

**ENQUIRIES:** Ms. Motshidisi Ramohloki, Tel. No: (011) 355 0102
POST: ASSISTANT DIRECTOR: SKILLS DEVELOPMENT PLANNING
DIRECTORATE: Performance Management & Development
REF. NO: HO2015/10/10
SALARY: R289 761 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: Three year degree or Diploma in Human Resources Management/Human Resources Development plus relevant of 3-5 years of experience in Human Resource Development in the public service; or grade 12 with more than 10 years working experience in Human Resources Management/ Human Resources Development. The following key competencies and attributes are essential: Project management; Coordination of training; Knowledge of Skills Development Act; environmental acts and regulations, Public service act, Employment of Educators act, labor relations act, basic conditions of employment act, PFMA,PAAIA and PAJA, NSP 2012-2016 and related acts. The incumbent must have excellent verbal and written communication and listening skills, intermediate to advanced knowledge of MS Packages (Word, Excel, PowerPoint, Outlook) Valid driver’s license.


ENQUIRIES: Ms. Motshidisi Ramohloki, Tel. No: (011) 355 0102

POST: ASSISTANT DIRECTOR: SPORTS CO-ORDINATOR
DIRECTORATE: Performance Management & Development
REF. NO: HO2015/10/12
SALARY: R289 761 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: Three year degree or Diploma in Sports Management/Social Sciences, plus relevant of 3-5 years of experience in Sports Management; or grade 12 with more than 10 years working experience in Sports Management/Social Sciences. Risk management, emergency plans during major sports tournaments. The incumbent must possess the following attributes; confidentiality, honesty, respect, courtesy, leadership; non-judgmental; congruence, self-motivated and self-driven, innovative. Knowledge of Public service act, Employment of Educators act, labor relations act, basic conditions of employment act, PFMA,PAAIA and PAJA, NSP 2012-2016 and related acts. Ability to manage IOD processes and registrations of participants. Communication skills, listen skills; leadership skills, mentoring and coaching skills, planning; coordination, micro soft office and presentation skills.

DUTIES: To design and implement physical wellness interventions and strategies to promote Physical Wellness of employees. To promote individual and organizational wellness and to improve work-life balance. Establish wellness facilities which offer a variety of health and wellness programmes. Provide awareness and education programs for nutrition, weight control, medical intervention, life
style and chronic diseases. Established and quality assure Wellness Centers with fitness and recreation facilities and programs. Develop sports and recreation policies. Ensures affiliations of sports teams to relevant bodies and programmes. Secure and allocate resources for implementation of sports and recreation activities. Manage allocated resource and ensure return on investment. Monitoring and Evaluation. Reporting writing. Mentor and coach sports facilitators. Participate in the various provincial sports and recreation forums and manage stake holders.

ENQUIRIES: Ms. Motshidisi Ramohloki, Tel. No: (011) 355 0102

POST: ASSISTANT DIRECTOR: HIV/AIDS & TB MANAGEMENT (2 POSTS)

DIRECTORATE: Performance Management & Development

REF. NO: HO2015/10/13

SALARY: R289 761 per annum (plus benefits)

CENTRE: Head Office

REQUIREMENTS: Three year degree or Diploma in HIV & AIDS and TB Management, plus relevant of 3-5 years of experience in OHS; or grade 12 with more than 10 years working experience in HIV & AIDS and TB Management. Knowledge of Public service act, Employment of Educators act, labor relations act, basic conditions of employment act, PFMA, PAAIA and PAJA, NSP 2012-2016 and related acts. Counseling skills, Communication skills, listen skills; leadership skills, mentoring and coaching skills, planning; coordination, micro soft office and presentation skills. Implementation of the Workplace HIV and AIDS and TB management policies and guidelines in the public service. Experience of project management and PFMA, HIV and AIDS and TB mainstreaming; M&E; procurement processes and regulations. The incumbent must possess the following attributes; confidentiality, honesty, respect, courtesy, leadership; non-judgmental; congruence.

DUTIES: To coordinate the implementation of HIV&AIDS and TB management programmes, projects and interventions. To plan, monitor and manage workplace HIV&AIDS and TB management according to strategies, policies and budgetary guidelines. To make provision for counseling to individual employees and to their immediate family members. To identify personal development needs for individual employees. To Analyze and evaluate data and communicate information, statistics and results to various stakeholders and management. To coordinate activities of Peer Educators. Provide information regarding nutrition and monitor canteen services. Oversee e functioning of the gymnasium and other physical and recreational activities at the workplace (if applicable). Support employees on TB and/or ARV treatment to adhere to treatment (act as DOTS supporter /ARV Buddy).

ENQUIRIES: Ms. Motshidisi Ramohloki, Tel. No: (011) 355 0102
POST: ASSISTANT DIRECTOR: SHEQ PRACTITIONER
DIRECTORATE: Performance Management & Development
REF. NO: HO2015/10/14
SALARY: R289 761 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: Three year degree or Diploma in Occupational Health and Safety Management, plus relevant of 3-5 years of experience in OHS; or grade 12 with more than 10 years working experience in Occupational Health and Safety Management. Occupational health and safety act; environmental acts and regulations, Public service act, Employment of Educators act, labor relations act, basic conditions of employment act, PFMA, PAAIA and PAJA, NSP 2012-2016 and related acts. Occupational hygiene; IOD management. Communication skills, listen skills; leadership skills, mentoring and coaching skills, planning; coordination, micro soft office and presentation skills. Knowledge of risk management and related procedures. The incumbent must possess the following attributes; confidentiality, honesty, respect, courtesy, leadership; non-judgmental; congruence.

DUTIES: Coordinate the implementation of SHERQ, projects and interventions. Plan, monitor and manage SHERQ according to strategies, policies and budgetary guidelines. To analyze and evaluate data and communicate information, statistics and results to various stakeholders and management. Identify appropriate to the nature and scale of the departments SHERQ risks and impacts. Ensure alignment with the SHERQ hazard identification and risk assessment outcomes. Ensure commitment to continual improvement of the SHERQ system. Ensure commitment to comply a minimum with current applicable legislation regulations and other requirements to which the department subscribes. Establish an SHERQ Steering Committee. Obtain Stakeholder commitment and development. Develop and implement an ethical framework for SHERQ. Develop and implement management standards for SHERQ. Develop and maintain an effective communication system. Develop and implement a system for monitoring, evaluation, and impact analysis.

ENQUIRIES: Ms. Motshidisi Ramohloki, Tel. No: (011) 355 0102

POST: ASSISTANT DIRECTOR: GENDER
DIRECTORATE: Transformation
REF. NO: HO2015/10/15
SALARY: R289 761 p.a. (Plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate recognized 3-year Tertiary Qualification Bachelor’s Degree/Diploma or equivalent qualification, plus 3-5 relevant experience OR Grade 12 PLUS more than 10 years relevant experience. OR Grade 12 or equivalent PLUS more than 10 years relevant experience. Proven experience in planning and implementing projects and Legislations related to Public Sector. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA, Gender Mainstreaming Protocols. Strong verbal and written communication required. The ideal candidate must have the necessary skills (Computer Skills, Verbal and written communication) Manage projects independently, report writing Interpersonal relationship. Valid driver’s license.

DUTIES: To assist the Gauteng Department of Education (GDE) development, implement and monitor all Gender Policies, Programmes and Projects which address the needs of people with
Disability and Gender related issues in the line with Disability-specific indicators and Gender-specific indicators. To assist with the mainstreaming of Gender programme in the various programmes within GDE (Head Office and District Offices). To ensure effective Liaison – Networking with all other stakeholders. To establish, manage the departmental Gender Committees, which consists of Union, District and Head Office personnel. Help to raise awareness about Gender and Disability issues. Conduct Training on gender sensitivity and gender equality within GDE. Keep Training Manuals and attendance register. Help with the arrangement of the Capacity building on gender issues. Procure, liaise with Service providers and keep record.

ENQUIRIES: Ms. Buyi Mabuya Tel. No: (011) 355 0001

POST: ASSISTANT DIRECTOR: HR MANAGEMENT INFORMATION SYSTEMS (2 POSTS)
DIRECTORATE: Organisation Development
SUB-DIRECTORATE: Human Resource Management Information Systems
REF. NO: HO2015/10/16
SALARY: R 289 761.00 p.a (plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: Appropriate Tertiary Qualification. 3-5 years’ experience in Organisation Development and HR management. Advanced computer literacy e.g. Advanced MS Office Access and Excel Knowledge of relevant Policies and procedures e.g. Public Service Regulations, South African Schools Act, Educators Employment Act, etc. Project Management Skills Knowledge of Visual Basic programming 2 or more year experience in application of Access and Excel data bases. The successful candidate must be an innovative thinker with ability to plan and coordinate activities. Good written and verbal communication skills Ability to work under pressure. A short computer competence test will be administered for the shortlisted candidates. A valid driver’s licence.

DUTIES: Interpretation and implementation of policies regarding HR Management Information Development and maintenance of data bases regarding HR Management Information systems, Assist with supervision of administrative personnel.

ENQUIRIES: Mr. Obed Moila, Tel: (011) 355 0383

POST: ASSISTANT DIRECTOR: HR MONITORING AND EVALUATION (2 POSTS)
DIRECTORATE: Organisation Development
SUB-DIRECTORATE: Human Resource Monitoring and Evaluation
REF. NO: HO2015/10/17
SALARY: R 289 761.00 p.a (plus benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: Appropriate Tertiary Qualification. 3-5 years’ experience in Organisation Development (with specific experience in Business Processes and Job Evaluation Certificate) and HR management. Sound written and oral communication skills. Good computer literacy (MS Word, MS Excel and MS Powerpoint). Project management skills. Knowledge and application of relevant policies and procedures as well as the understanding of the legislative framework governing the public service. The successful candidate must be an innovative thinker with ability to plan and coordinate activities. Good written and verbal communication skills Ability to work under pressure. A valid driver’s licence.

DUTIES: Develop strategies to maintain high compliance rate in terms HR reporting to stakeholder departments and MPAT. Coordinate information and compile MPAT assessment on behalf of the Directorate. Coordinate the HR assessment report for the Branch in line with DPSA requirements.
Monitor and evaluate the implementation of HR strategies (HR plan, HR policies, HR metrics). Coordinate job evaluation. Analyse and re-engineer organizational systems and processes.

ENQUIRIES: Mr. Hulisani Tshikovhi. Tel. No: (011) 355 0208

POST: ASSISTANT DIRECTOR: HR POLICY AND PLANNING
DIRECTORATE: Organisation Development
SUB-DIRECTORATE: Human Resource Policy and Planning
REF. NO: HO/2015/10/18
SALARY: R 289 761.00 p.a (plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate tertiary qualification in Organisational Development/ Human Resource Management or related field. 3 - 5 years’ experience in Human Resource Planning environment. Policy development and analysis. Sound knowledge of the various legislative and regulatory frameworks governing human resource practices in general and HR Planning in the Public Service in particular. Sound written and oral communication skills. Good computer literacy (MS Word, MS Excel and MS Powerpoint), planning, problem solving, analytical, leadership, organizational, interpersonal, change and conflict management skills. Ability to work in a highly pressured environment and driven by a sense of excellence and urgency. Ability to work under pressure. A valid driver’s license.

DUTIES: Co-ordinate human resource policy development within GDE. Conduct research on labour market trends and HR Planning at a macro level and consolidated HR Strategy in order to effectively match HR supply and HR demand. Develop MTEF and annual HR plan reports of the department in line with DPSA requirements. Monitor the implementation of human resource plan in line with DPSA requirements.

ENQUIRIES: Mr H Tshikovhi. Tel No: (011) 355 0208

POST: ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN
DIRECTORATE: Organisation Development
SUB-DIRECTORATE: Organisational Design
REF. NO: HO2015/10/19
SALARY: R 289 761.00 p.a (plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: Appropriate Tertiary Qualification. 3-5 years’ experience in Organisation Development and related field. Sound written and oral communication skills. Good computer literacy (MS Word, MS Excel and MS Powerpoint), Visio and Org Plus. Knowledge and application of relevant policies and procedures as well as the understanding of the legislative framework governing the public service. The successful candidate must be an innovative thinker with ability to plan and coordinate activities. Good written and verbal communication skills Ability to work under pressure. A short computer competence test will be administered for the shortlisted candidates. A valid driver licence.


ENQUIRIES: Ms. M. Kok. Tel. No: (011) 355 0422
POST: ASSISTANT DIRECTOR: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR)

DIRECTORATE: HR Transaction Services and Transversal Support
REF. NO: HO2015/10/24
SALARY: R 289 761 p.a. (Plus benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate three-year tertiary human resource (or equivalent) qualification and/or more than 3-5 years human resource administration experience, with two years thereof being at supervisory level. Knowledge and understanding of the policy and procedure on incapacity leave and ill-health retirement, 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 is an added advantage.

DUTIES: Oversee the implementation of policy and procedure on incapacity leave and ill-health retirement and liaise with regional HR Transversal regarding management of PILIR documents and workflow. Ensure that the PILIR database link is up to date and quality assures timous submission and retrieval of applications to and from the Health Risk Manager. Manage PILIR records with high level of confidentiality. Provide advisory support and monitor compliance on PILIR. Provide input to the HRTS budget. Fulfill the internal monthly reporting requirements and provide analysis to the management. Interpret PILIR and related HR policies. Supervise staff and manage their performance and development according to PMS. Ensure effective relations with the Clients and Stakeholders on PILIR matters.

ENQUIRIES: Ms. Billy-Jean King, Tel: 011 355 1504

POST: ASSISTANT DIRECTOR: E-LEARNING

DIRECTORATE: E-Learning
SALARY: R289 761.00 per annum (plus benefits)
CENTRE: GCRA Office
REF NO: HO2015/10/20

REQUIREMENTS: A Bachelor Degree or three (03) year National Diploma in Human Resources Development and experience in Information Technology or Information Technology Degree/Diploma and experience in Human Resources Development. Minimum of three years working experience preferably within the e-learning environment, managing of learnerships and internships. Knowledge of PFMA, human resources development policies and management of online learners. Familiar with web programming, mobile apps, moodle and content creation principles, online learning principle and distance principles.

DUTIES: Management of the learnership programmes and management of stipends, build relationships with stakeholders for placement of learners, manage learner queries, ensure that the courses done on the learnership are accredited by the relevant SETA’S, ensure the smooth running of the training done by the learners and coordinating a graduation ceremony upon completion, management and advocacy of e-learning environment, coordinating e-learning learner support. Manage the learner database, and reliable filing systems. Maintain all project documentation. Good
communication, report writing, problem-solving, computer, analytical, interpersonal, interviewing, presentation and negotiation skills.

**ENQUIRIES:** Alistair Johanson. Tel No: (011) 556 9000

**POST:** ASSISTANT DIRECTOR: NUTRITION  
**SUB-DIRECTORATE:** Education Support  
**SALARY:** R289 761.00 per annum (plus benefits)  
**CENTRE:** Gauteng West District  
**REF NO:** GW2015/10/21  
**REQUIREMENTS:** A recognized three year tertiary qualification or equivalent qualification and/or Grade 12 with more than 10 years in Nutrition and/or Hospitality industry. Extensive knowledge and understanding of People Management, Batho Pele principles, Districts, Circuits and Schools interface, Legislative Framework that underpins National School Nutrition Programme, Poverty Alleviation Initiatives, Public Sector, South African Constitution, Relevant Education Acts, Health Management Systems, Public Finance Management Act, Public Service Act and Regulations, Labour Relations Act, Basic Conditions of Employment Act; Employment Equity Act, Inter-Governmental Relations Framework Act. Excellent verbal and written communication skills. Good interpersonal relations skills. Project Management, Financial Management, Conflict Management, Problem solving, analytical skills, Computer Literacy and Customer Relations. In possession of a valid driver’s license.

**DUTIES:** Coordinate and manage National School Nutrition Programme (NSNP) and Poverty Alleviation Programme at all levels (Head Office, Districts, Circuits and schools) in the Department. Implement NSNP policies, guidelines, Conditional Grant Framework and approved Business Plan activities to ensure the successful feeding of needy learners. Monitor and report on Conditional Grant expenditure and performance in accordance with PFMA and Treasury Regulations. Develop and strengthen internal Administrative (including Business Plans) and Financial Systems and/or controls. Compile monthly, quarterly and annually reports. Facilitate Capacity Building workshops and trainings for all relevant stakeholders. Ensure Inter-Sectorial collaboration with other relevant Governmental and Non-Governmental institutions. Coordinate the establishment of Sustainable Food Production Initiatives. Facilitate and manage Poverty Alleviation initiatives as well as Nutrition Education. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Department as outlined in the Legislative Framework for good Governance. Ensure that service providers are paid in time.

**ENQUIRIES:** Louisa Dhlamini. Tel No: (011) 660 4581

**POST:** ASSISTANT DIRECTOR: SAFE: SCHOOL MANAGEMENT (2 POSTS)  
**DIRECTORATE:** School Safety  
**SALARY:** R289 761.00 per annum (Plus Benefits)  
**CENTRE:** Sedibeng West **REF NO:** SW2015/10/22, Gauteng West **REF NO:** GW2015/10/23  
**REQUIREMENTS:** Grade 12 coupled with five-ten years’ extensive experience in School Safety or security management sector. A qualification as Grade A security officer coupled with six years relevant experience. A three year recognized tertiary qualification in safety or security management systems (or equivalent) plus three year relevant experience. Knowledge of School Safety or security management, people management and the understanding of the Batho Pele principles. Excellent skills in problem solving, analytical, planning, financial management & report writing. Solid understanding of the Head Office and branches interlink. Good verbal and written communication skills. Ability to interact with top, senior and middle management. Ability to work independently, in a team & under pressure. Ability to withhold confidential security intelligence work. Computer literate. Honesty and integrity plus relevant and credible experience in customer
relations & resources management. Sound understanding of legislative frameworks, systems, procedures and processes in government and GDE is imperative. Supervisory skills. Valid driver’s license.

**DUTIES:** Liaise with external stakeholders, agencies and NGOs on projects to attain high levels of school safety compliance. Auditing school compliance within the provisions of the Occupational Health and Safety Act 2. Remedy Policy and procedural gaps arising from the audit. Improve the information captured on emergency equipment in schools in line with OHS Act. Implement minimum safety standards in and around the school to comply with OHS Act. Facilitate workshops for learners and educators on matters pertaining to their safety in schools. Assist schools with their safety policy development or review processes and the establishment of safety teams. Ensure that all schools are linked to their local police stations.

**ENQUIRIES:** Mr. Zondi Nkuna; Tel, No: (011) 355 0019/0651

**POST:** ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION
**CHIEF DIRECTORATE:** Assessment and Examinations
**REF. NO:** HO2015/10/04
**SALARY:** R 289 761 p.a. (Plus benefits)
**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** A Senior Certificate Grade 12, as well as a three year higher education or equivalent relevant qualification, preferably in the IT systems and infrastructure management plus 5 to 10 years' experience in supervision/management. Knowledge of all policies/regulations relating to school education with specific focus on public examinations. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in mainframe and server-based systems are necessary as well as Office applications. Ability to work under pressure. A valid driver's licence is essential.

**DUTIES:** Manage the registration of examination centres and candidates. To develop and implement policy relating to the operation of the IT systems, including user account administration. Coordinate processes relating to the functionality of the examinations information systems, both offline and online, and the functionality of software. Liaise with, and participate in quality of service discussions with the relevant Service Providers, System Developers and the National Education Department, regarding the terms of the service level agreements. Interact with Districts and Centres in relation to registration and resulting of candidates. Analyse and provide statistical data to all educational stakeholders. Scheduling all batch jobs and after hours batch runs. Supervise staff in the data-capturing section.

**ENQUIRIES:** Mr T. Mokgojoa Tel: 011 403 1314

**POST:** ASSISTANT DIRECTOR: CERTIFICATION
**CHIEF DIRECTORATE:** Assessment and Examinations
**REF. NO:** HO2015/10/05
**SALARY:** R 289 761 p.a. (Plus benefits)
**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** A Senior Certificate Grade 12, as well as a three year higher education or equivalent relevant qualification, preferably in the IT systems and infrastructure management plus 5 to 10 years' experience in supervision/management. Knowledge of all policies/regulations relating to school education with specific focus on public examinations. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in mainframe and server-based
systems are necessary as well as Office applications. Ability to work under pressure. A valid driver’s licence is essential.

**DUTIES:** Manage the registration of examination centres and candidates. To develop and implement policy relating to the operation of the IT systems, including user account administration. Coordinate processes relating to the functionality of the examinations information systems, both offline and online, and the functionality of software. Liaise with, and participate in quality of service discussions with the relevant Service Providers, System Developers and the National Education Department, regarding the terms of the service level agreements. Interact with Districts and Centres in relation to registration and resulting of candidates. Analyse and provide statistical data to all educational stakeholders. Scheduling all batch jobs and after hours batch runs. Supervise staff in the data-capturing section.

**ENQUIRIES:** Mr T. Mokgojoa Tel: 011 403 1314

**POST:** SENIOR EDUCATION SPECIALIST: MATHEMATICS

**SUB-DIRECTORATE:** Curriculum Management and Delivery

**SECTION:** Senior Phase

**SALARY:** R 318 543.00 per annum (Plus Benefits)

**REF NO:** EN2015/10/25

**CENTRE:** Ekurhuleni North District

**REQUIREMENTS:** An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver’s License

**DUTIES:** Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio’s and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

**ENQUIRIES:** Ms. Emily Mochela Tel: (011) 746 8190

**POST:** SENIOR EDUCATION SPECIALIST: ENGLISH AND AFRIKAANS HOME LANGUAGE

**SUB-DIRECTORATE:** Curriculum Management and Delivery

**SECTION:** Intermediate Phase

**SALARY:** R 318 543.00 per annum (Plus Benefits)

**REF NO:** EN2015/10/26

**CENTRE:** Ekurhuleni North District

**REQUIREMENTS:** An appropriate, recognized 3-year degree/Teaching diploma or a minimum
of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, NCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver’s License

DUTIES: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio’s and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

ENQUIRIES: Ms. Emily Mochela  Tel No: (011) 746 8190

POST: SENIOR EDUCATION SPECIALIST: LABOUR RELATIONS (4 POSTS)
DIRECTORATE: Head of the District
SECTION: Dispute and Discipline Management
SALARY: R 318 543.00 p.a (plus benefits)
REQUIREMENTS: An appropriate, recognised 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience. Must be registered with SACE. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field as well the experience in Labour relations will be an added advantage. Valid Driver’s License.

DUTIES: Implement policy regarding disciplinary enquiries. Facilitate the resolution of disputes and grievances. Ensure sound employment relations. Promote efficient labour relations policies. Maintain labour peace within the organisation.
ENQUIRIES: (GE)  Mr. Mpho Leotlela, Tel: 011 746 8190, (ES) Ms. Nosimilo Hlatshwayo, Tel: 011 389 6004, (JC) Mr. Rendani Nemukula, Tel: 011 983 2231
NOTE: This is a re-advertisement. All previous applicants need to resubmit their applications

POST: SENIOR EDUCATION SPECIALIST: AFRIKAANS (HL AND FAL)
SUB DIRECTORATE: Curriculum Management & Delivery
SECTION: FET
REF NO: JE2015/10/30
SALARY: R 318 543.00 per annum (plus benefits)
CENTRE: Johannesburg East District
REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience in Afrikaans. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, NSC and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. An honours or master’s degree in qualification in subject will be an added advantage. Valid Driver’s License. Computer Literacy

DUTIES: Co-ordinate, monitor and ensure implementation, maintenance and support of Afrikaans, activities and projects within language learning field. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio’s and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes including entrepreneurship.

ENQUIRIES: Ms. Elizabeth Moloko, Tel: 011 666 9105

POST: SENIOR EDUCATION SPECIALIST: GEOGRAPHY
SUB DIRECTORATE: Curriculum Management & Delivery
SECTION: FET
REF NO: JE2015/10/31
SALARY: R 318 543.00 per annum (plus benefits)
CENTRE: Johannesburg East District

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience in Geography. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, NSC and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. An honours or master’s degree in qualification in subject will be an added advantage. Valid Driver’s License. Computer Literacy

DUTIES: Co-ordinate, monitor and ensure implementation, maintenance and support of Geography programmes, activities and projects within specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio’s and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and
resource needs. Promote the development of extracurricular programmes including entrepreneurship.

ENQUIRIES: Ms. Elizabeth Moloko, Tel: 011 666 9105

POST: SENIOR EDUCATION SPECIALIST: CAT & IT
SUB DIRECTORATE: Curriculum Management & Delivery
SECTION: FET
REF NO: JE2015/10/32
SALARY: R 318 543.00 per annum (plus benefits)
CENTRE: Johannesburg East District
REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience in CAT & IT. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, NSC and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. An honours or master’s degree in qualification in subject will be an added advantage. Valid Driver’s License. Computer Literacy

DUTIES: Co-ordinate, monitor and ensure implementation, maintenance and support of CAT & IT programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio’s and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

ENQUIRIES: Ms. Elizabeth Moloko, Tel: 011 666 9105

POST: SENIOR EDUCATION SPECIALIST: SESOTHO
SUB DIRECTORATE: Curriculum Management & Delivery
SECTION: Intermediate Phase
REF NO: JE2015/10/33
SALARY: R 318 543.00 per annum (plus benefits)
CENTRE: Johannesburg East District
REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience in Sesotho. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, NSC and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. An honours or master’s degree in qualification in subject will be an added advantage. Valid Driver’s License. Computer Literacy

DUTIES: Co-ordinate, monitor and ensure implementation, maintenance and support of Sesotho programmes, activities and projects within language learning field. Co-ordinate, monitor and ensure
that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio’s and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

ENQUIRIES: Ms. Elizabeth Moloko, Tel: 011 666 9105

POST: SENIOR EDUCATION SPECIALIST: SEPEDI
DIRECTORATE: Curriculum Management and Delivery
SECTION: Intermediate Phase
SALARY: R 318 543.00 per annum (plus benefits)
CENTRE: Tshwane West District
REF NO: TW2015/10/34

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver’s License.

DUTIES: Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a language learning field. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educations in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolio’s and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular programmes.

ENQUIRIES: Ms. Salamina Letoaba Tel No: (012) 725 1451
CLOSING DATE: 16 October 2015

The Gauteng Provincial Government is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability.

Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. A certified copy of your identity document and qualifications must be attached. Certification must not be 6 months old. The specific reference number of the post must be quoted. Should you apply for more than one post, a separate application for each post must be submitted. Failure to comply with these instructions will disqualify applications from being processed. Fax application will not be considered.

PLEASE NOTE: 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.

Applications must be delivered or posted to Head Office or Districts where the post exist. Refer to the attached list:

<table>
<thead>
<tr>
<th>DISTRICT GAUTENG WEST [GW]:</th>
<th>DISTRICT SEDIBENG WEST [SW]:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address: Corner Boshoff &amp; Human Street, Krugersdorp</td>
<td>Physical Address: Sebokeng College 6 Samuel Street, Zone 18, SEBOKEN</td>
</tr>
<tr>
<td>Postal Address: Private Bag X2020, Krugersdorp 1740</td>
<td>Postal Address: Private Bag X067, Vanderbijlpark 1900</td>
</tr>
<tr>
<td>Enquiries: Louisa Dhlamini TEL: (011) 660-4581</td>
<td>Enquiries: Erna Rust TEL: (016) 594 9207</td>
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</table>

<table>
<thead>
<tr>
<th>HEAD OFFICE [HO]</th>
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</thead>
<tbody>
<tr>
<td>Physical address: 111 Commissioner street Johannesburg, 2001</td>
</tr>
<tr>
<td>Postal address: P.O. Box 7710, Johannesburg, 2000.</td>
</tr>
<tr>
<td>Enquiries: TEL: (011) 746-8190</td>
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<tr>
<th>DISTRICT EKURHULENI NORTH [EN]:</th>
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<tbody>
<tr>
<td>Physical Address: 78 Howard Avenue, Munpen Building, BENONI</td>
</tr>
<tr>
<td>Postal Address: Private Bag X059, Benoni, 1500</td>
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<tr>
<td>Enquiries: Emily Mochela TEL: (011) 746-8190</td>
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<tr>
<th>DISTRICT EKURHULENI SOUTH [ES]:</th>
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<tbody>
<tr>
<td>Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Alberton Meyersdal, ALBERTON 1450</td>
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<tr>
<td>Enquiries: Nosimilo Hlatshwayo TEL: (011) 389-6034</td>
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<tr>
<th>DISTRICT JOHANNESBURG CENTRAL [JC]:</th>
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<tbody>
<tr>
<td>Physical Address: Corner Morola &amp; Chris Hani Road, Soweto College, PIMVILIE</td>
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<tr>
<td>Postal Address: P. O. Box 900064, Bertram, 2013</td>
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<tr>
<td>Enquiries: Rendani Nemukula TEL: (011) 983 2231</td>
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<tr>
<th>DISTRICT JOHANNESBURG EAST [JE]:</th>
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<tbody>
<tr>
<td>Physical Address: 142/144, Fourth &amp; Elizabeth Street, Parkmore, SANDTON</td>
</tr>
<tr>
<td>Postal Address: Private Bag X9910, Sandton, 2146</td>
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<tr>
<td>Enquiries: Elizabeth Moloko TEL: (011) 666-9109</td>
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<tr>
<th>DISTRICT TSHWANE WEST [TW]:</th>
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<tbody>
<tr>
<td>Physical Address: Klipgat Road Old Hebron College</td>
</tr>
<tr>
<td>Postal Address: Private Bag X38, Rosslyn, 0200</td>
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<tr>
<td>Enquiries: Salamina Leotoaba TEL: (012) 725 1451</td>
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