Gauteng Department of Education

VACANCY CIRCULAR

PROMOTION, LEARNING SUPPORT EDUCATOR (LSE) AND SENIOR/THERAPIST POSTS

At AET Centres, Public Ordinary, Full Service/ High Need and Public Special Schools

JUNE 2014

Published on: 06 June 2014
Closing Date: 20 June 2014
1. **INTRODUCTION**

1.1 The posts advertised in this Vacancy List are as a result of attrition, promotions and increases in the number of CS posts in the 2014 Post Establishments of AET Centres, Public Ordinary, Full Service/High Need and Public Special Schools for **CS Promotion, Learning Support Educator (LSE) and Senior/Therapist posts**.

1.2 Approval to advertise and fill these vacant posts has been granted by the HOD and MEC, as contained in GDE Circular 02 of 2013 and as per decision taken by the Provincial ELRC on 16 January 2014.

2. **LEGISLATIVE FRAMEWORK**

2.1 National Education Policy Act (Act No. 27 of 1996), as amended.

2.2 South African Schools Act (Act No. 84 of 1996), as amended

2.3 Labour Relations Act (Act No. 66 of 1995), as amended

2.4 Employment of Educators Act (Act No. 76 of 1998), as amended

2.5 Employment Equity Act (Act No. 55 of 1998)

2.6 ELRC Collective Agreement 2 of 2005

3. **FILLING OF VACANCIES IN 2014**

Filling of posts will be based on the approved 2014 Post Establishment for Public Ordinary, Full Service/High Need and Public Special Schools.

4. **ADVERTISEMENT AND APPOINTMENT PRINCIPLES**

4.1 These vacant posts are advertised in terms of the Gauteng Provincial Chamber: Collective Agreement 2 of 2005 (based on ELRC Resolution 5 of 1998).

4.2 The Department reserves the right not to fill vacant posts advertised in this list of vacancies should schools not have such vacant posts available on the post establishment of 2014 for Public Ordinary, Full Service/High Need and Public Special Schools, or if incorrect information was submitted or published.

4.3 In advertising and filling of these vacant posts the Department will be guided by policy guidelines, viz:

- Employment Equity measures for designated groups, namely Black people (which include Indians, Coloureds and Africans), women and people with disabilities; and
- Representivity.

4.4 Applicants must also note that if no notification of appointment is received within three (3) months of the closing date, they must accept that their applications have been unsuccessful and are hereby thanked for applying.

**PUBLICIATION DATE:** 06th of June 2014  
**CLOSING DATE:** 20th of June 2014

5. **GENERAL INSTRUCTIONS**

5.1 **DATE OF ASSUMPTION OF DUTY**

_The preferred date of assumption of duty is 1st October 2014, unless another date of assumption is mutually agreed upon by all relevant parties._

**NB.** The required qualifications must be obtained prior to the date of commencement of duty.

5.2 **CLOSING DATE FOR APPLICATIONS**

Hand Delivered applications will be received by Friday, 20th of June 2014 at 16:00. No applications will be accepted after the aforementioned date.

5.3 **PROCEDURE WHEN APPLYING**

Promotional Post Circular:

5.3.1 **Separate applications** must be submitted on the attached EMPLOYMENT PROFILE FORM (FORM GDE 2R) for Educators in respect of each post applied for. This EMPLOYMENT PROFILE FORM replaces the CV. **Only the attached EMPLOYMENT PROFILE FORM (FORM GDE 2R)** will be recognised as a valid application, when applying for vacant posts advertised in this circular. The post number of the vacant post for which application is made, as well as the applicant's PERSAL number [if currently/ previously employed] and ID number are to be inserted on the EMPLOYMENT PROFILE FORM (FORM GDE 2R). **The format of the GDE2R must not change by adding or removing lines, columns or pages.**
5.3.2 A unique post number is allocated to every vacant post. The post number begins with the district name and contains a unique number (e.g. EN74CS1001A). **PLEASE NOTE THAT SORTING IS DONE ACCORDING TO THIS POST NUMBER, THEREFORE PLEASE ENSURE THAT THE CORRECT POST NUMBER IS QUOTED ON THE EMPLOYMENT PROFILE FORM (FORM GDE 2R) and MUST BE WRITTEN IN FULL.** The Department will not take any responsibility if an incorrect number was entered in the EMPLOYMENT PROFILE FORM (FORM GDE 2R).

5.3.3 Certification of Documents
- Certified copies of all qualifications and ID-document as well as registration/provisional registration certificates with SACE/HPCSA to be attached to applications.
- Only certified copies with **original stamp of certification** not older than six (6) months will be accepted.
- Certified copies of official salary advice slips on which a SACE membership number is printed, will be acceptable for purposes of membership verification.
- Certified salary advice slips should be included by applicants from other provinces, so as to enable the GDE to determine the correct salary notch in the event of an appointment.

5.3.4 Please ensure that the application form carries the **original signature** of the applicant – photocopies of signatures will not be accepted.

5.3.5 No faxed or e-mailed applications will be accepted.

5.4 **NB!** GDE cannot be held liable or responsible for not considering/processing, incomplete/incorrect applications and/or applications which are sent to the wrong address (e.g. the incorrect Office) and/or which reach their destination after the closing date. **Posted** applications will only be accepted if they reach the District Office by **Wednesday 25th of June 2014 (NO EXCEPTION),** and the post mark indicates that the application was posted on or before the closing date of the **20th of June 2014.**

5.5 HAND DELIVERED APPLICATIONS FOR VACANCIES IN THIS CIRCULAR SHOULD BE AS INDICATED BELOW (no application forms submitted to schools OR to Registry Office OR The Department of Finance (GDF) & its nodal points will be accepted)

**NB:** **TWO methods of applying:**

- **HAND DELIVERY**
  Relevant District Office
  Refer to Annexure B for the physical address

- **VIA THE POST**
  Relevant District Office
  Refer to Annexure B for the postal address

**DO NOT POST OR HAND DELIVER AT HEAD OFFICE OR the Department of Finance (GDF) - YOUR APPLICATION WILL BE DISQUALIFIED**

6. **MINIMUM REQUIREMENTS FOR APPOINTMENT**

6.1 The requirements for educators, as stated in the Revised Personnel Administration Measures are applicable.

6.2 Appointments made to a post with a higher salary level (than the existing) will be regarded as promotion for a candidate.

All stakeholders must note Section 6 (1) (3) (a) of the Employment of Educators Act, 1998 as amended by Section 7 of the Education Laws Amendment Act, 2005, for the legislation that guides these appointments.

6.3 Grievances from unions and/or candidates should be submitted within **5 working days** after the specific process.

**NB:** It is improper for interviewing panel members or union representatives observing the process to inform any of the interviewees about the outcome of the interviews before the HOD or delegated authority has approved the recommendation of the SGB. Such disclosure of official information without approval will be viewed as misconduct and will be dealt with according to law. (Panel members and union representatives have to complete the declaration form, **Form D** that forms part of the Shortlisting and Interview process)
6.4 Experience requirements for educators/therapists and promotion posts:

<table>
<thead>
<tr>
<th>Post e.g.</th>
<th>Minimum Experience (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>7 years</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>5 years</td>
</tr>
<tr>
<td>Head of Department</td>
<td>3 years - after registration with the Health Professions Council of South Africa (HPCSA)</td>
</tr>
<tr>
<td>Chief Education Therapist</td>
<td>3 years - after registration with the Health Professions Council of South Africa (HPCSA)</td>
</tr>
<tr>
<td>Education Therapist</td>
<td>0 year - after registration with the Health Professions Council of South Africa (HPCSA)</td>
</tr>
<tr>
<td>Teacher (Learning Support Educator) LSE</td>
<td>0 year</td>
</tr>
</tbody>
</table>

E.g. An applicant with a (Relative Education Qualification Value) REQV 13 to 17 will need at least 7 years appropriate experience to be eligible to apply for a vacancy on a level of Principal.

NOTE: Actual educator’s experience as well as other appropriate experience is taken into account for the purpose of appointment on post level 2 and higher. In cases where there is no change in post level, there are no salary notches awarded. Six notches are only awarded when there is an improved post level and the applicant is already on the salary level applicable to the post. (OSD 2008).

6.5 Salary levels & scales (Guide only – HR to assess individual appointment):

<table>
<thead>
<tr>
<th>SALARY LEVEL (PER SCHOOL GRADING)</th>
<th>OSD Notches</th>
<th>Salary (Minimum)</th>
<th>Salary (Maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher (LSE)</td>
<td>085 - 168</td>
<td>R 198 888.00</td>
<td>R 450 096.00</td>
</tr>
<tr>
<td>Education Therapist</td>
<td>044 - 053</td>
<td>R 227 583.00</td>
<td>R 260 214.00</td>
</tr>
<tr>
<td>Chief Education Therapist</td>
<td>070 - 077</td>
<td>R 335 178.00</td>
<td>R 372 000.00</td>
</tr>
<tr>
<td>Head of Department</td>
<td>108 - 201</td>
<td>R 250 029.00</td>
<td>R 625 059.00</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>126 - 209</td>
<td>R 297 705.00</td>
<td>R 676 833.00</td>
</tr>
<tr>
<td>Principal P1</td>
<td>108 - 186</td>
<td>R 250 029.00</td>
<td>R 538 392.00</td>
</tr>
<tr>
<td>Principal P2</td>
<td>126 - 201</td>
<td>R 297 705.00</td>
<td>R 625 059.00</td>
</tr>
<tr>
<td>Principal P3</td>
<td>144 - 215</td>
<td>R 356 100.00</td>
<td>R 718 470.00</td>
</tr>
<tr>
<td>Principal P4</td>
<td>159 - 218</td>
<td>R 411 555.00</td>
<td>R 740 229.00</td>
</tr>
<tr>
<td>Principal P5</td>
<td>180 - 221</td>
<td>R 507 186.00</td>
<td>R 762 681.00</td>
</tr>
</tbody>
</table>

NB: PRINCIPALS’ SALARIES ARE DETERMINED BY BOTH REQV & 2014 SCHOOL GRADING

6.6 REGISTRATION WITH PROFESSIONAL BODIES
It is compulsory for all potential applicants to be registered with the South African Council for Educators (SACE) or the Health Professions Council of South Africa (HPCSA).

NB: Applications without proof of registration with SACE/HPCSA would be provisionally accepted on condition that definite proof of registration would be provided prior to appointment.

6.7 SIFTING/SHORTLISTING/INTERVIEWING
Sifting will be done by GDE. Applications which do not meet the following criteria will be disqualified:
- Use of incorrect application form (GDE 2R). The format of the GDE2R must not change by adding or removing lines, columns or pages.
- Unsigned GDE 2R/or photocopied signature
- Incorrect post number
- Minimum years of teaching experience relevant to the post type
- Late submission – posted application to be in by the 25th of June 2014 with dated stamp between the publication and closing date

Shortlisting and Interviewing will be done in terms of GAUTENG PROVINCIAL CHAMBER Collective Agreement 2 of 2005 together with relevant guidelines, as agreed by all parties. The School Governing Body merely recommends a candidate. The Head of the Department or the person with the delegated authority approves the appointment.
Appointments are subject to confirmation by the Department. A recommended candidate must, therefore, refrain from taking any steps to assume duty until she/he has received an official appointment letter.

6.8. **LANGUAGE REQUIREMENTS**
Due consideration should be given to the advertised requirements of each post, in respect of language competence of a specific school.

6.9. **RE-APPOINTMENT OF FORMER EMPLOYEES**
Educators who retired in terms of Resolution 3 of 1996 (Voluntary Severance Package) and those who retired on pension prematurely will be considered in line with PAM Chapter B paragraph 2 (NB: Only those who have a valid acceptance letter signed by the HOD for re-employment can apply and this letter must be attached to the GDE 2R).
Gauteng Department of Education

Employment Profile Form

1. Instructions

(a) This form combines the application form (GDE 2R) and the CV into one EMPLOYMENT PROFILE FORM. This is the only form that will be recognised when applying for vacant posts advertised in this circular.

(b) A separate application form must be submitted, in respect of every post applied for.

(c) Every application must be accompanied by original certified copies of educational qualifications, certified ID and SACE not older than 6 months.

(d) All applications must be submitted as indicated in the advertisement, in accordance with the instructions appearing in the vacancy list.

(e) It is compulsory that all sections of the form be completed as honestly as possible, where applicable.

(f) Please PRINT. Mark blocks with an X where applicable

(g) Only original signatures (no photocopies of signatures) will be valid on this form. Faxed or e-mailed copies of this document will not be accepted.

(h) Post number MUST be in the correct format (NO EXCEPTION WILL BE ALLOWED)

(i) The format of the GDE2R must not change by adding or removing lines, columns or pages.

2. Particulars of Advertised Post

Name of School
(as advertised in vacancy list)

Post Description
(as stated in the advert e.g. Therapist, HOD, Deputy Principal or Principal)

<table>
<thead>
<tr>
<th>Post Number: (as stated in the advert) (ONE digit per block please)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 4 C S</td>
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</tbody>
</table>

(Post level)

3. Personal Particulars of Applicant

Surname and Initials

Name(s)

Persal No (If currently/ previously employed)

I.D. No (Attach copy of ID doc with an original stamp of certification, not older than 6 months)

Gender
(Male/Female) (x)

Male
Female

Racial Group (x) (For Employment Equity Purposes)

African
Coloured
Indian
White

Are you professionally registered (Please state body and number) e.g. HPCSA

Do you have a disability? (Yes or No) (x) If yes, indicate nature.

Yes
No

Are you a South African citizen? (x)

Yes
No
If NO, what is your nationality?

Do you have a valid work permit? (Foreigners Only) (x) Yes/No

Yes
No
If yes, Permit Number (Foreigners Only)
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a permanent residence address? (Foreigners Only) (x) Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been convicted of a criminal offence (x) (If yes, attach details on a separate sheet)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you been dismissed due to misconduct (x) (If yes, attach details on a separate sheet)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are you currently employed? (x)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are you Additional to the current Post Establishment? (Excess)(x)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If you have been employed in the public service? (x)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, how was your service terminated? (x) Please indicate date:</td>
<td></td>
<td></td>
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<tr>
<td>__________________ / __________________ / ___________</td>
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<tr>
<td>VSP (voluntary severance package)</td>
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<td>RESIGNED</td>
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<tr>
<td>ILL-HEALTH</td>
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<tr>
<td>MISCONDUCT</td>
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<tr>
<td>Other (specify)</td>
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</tbody>
</table>

4. CONTACT DETAILS

<table>
<thead>
<tr>
<th>Telephone numbers, during office hours</th>
<th>Telephone numbers, after office hours</th>
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<tbody>
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</table>

Postal Address

Physical Address

Cell phone number

Fax number

E-Mail Address

Contact details for the next of Kin

Relationship

5. LANGUAGE PROFICIENCY – STATE ‘GOOD’; ‘FAIR’ or ‘POOR’

<table>
<thead>
<tr>
<th>LANGUAGES (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak</td>
</tr>
<tr>
<td>Write</td>
</tr>
<tr>
<td>Read</td>
</tr>
</tbody>
</table>

6. QUALIFICATIONS (ATTACH SEPARATE SHEET, IF NECESSARY) (i.e. Degree, Honours)

<table>
<thead>
<tr>
<th>School/University/College Qualification(s)</th>
<th>Qualification(s)</th>
<th>Subjects</th>
<th>Date obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Attach certified copies of all qualifications and subject statement (in case of PL1-2)

7. PROFESSIONAL QUALIFICATIONS (i.e. Secondary Teachers Diploma)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Qualification(s)</th>
<th>Subjects (specify major subjects)</th>
<th>Date obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Attach certified copies of all qualifications and subject statement

8. ADDITIONAL QUALIFICATIONS/ COURSES ATTENDED (E.g. OBE Course, Certificates)

<table>
<thead>
<tr>
<th>Name of course</th>
<th>Service provider</th>
<th>Duration of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 9. EXPERIENCE

#### (9.1) CURRENT EMPLOYMENT

<table>
<thead>
<tr>
<th>Department/Employer</th>
<th>Institution (School Name)</th>
<th>Post level</th>
<th>Learning Areas &amp; Grades</th>
<th>EXACT DATES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FROM (M / Y)</td>
<td>YEARS</td>
</tr>
</tbody>
</table>

#### (9.2) PREVIOUS EMPLOYMENT IN EDUCATION

<table>
<thead>
<tr>
<th>Department/Employer</th>
<th>Institution (School Name)</th>
<th>Post level</th>
<th>Learning Areas &amp; Grades</th>
<th>EXACT DATES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FROM (M / Y)</td>
<td>TO (M / Y)</td>
</tr>
</tbody>
</table>

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### 10. EXTRA AND CO-CURRICULAR ACTIVITIES

(Other capabilities, e.g. projects, Training)

<table>
<thead>
<tr>
<th>TYPE OF ACTIVITY</th>
<th>ORGANISATION</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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</tr>
</tbody>
</table>

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### 11. NON-TEACHING/COMMUNITY EXPERIENCE

(e.g. church, sport, social affairs, etc.)

<table>
<thead>
<tr>
<th>ORGANISATION</th>
<th>POSITION HELD</th>
<th>TYPE OF ACTIVITY</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<td>2</td>
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<tr>
<td>3</td>
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</tbody>
</table>

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### 12. SKILLS

(e.g. communication, computer etc.)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
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<td>1</td>
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<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
13. PERSONAL QUALITY TRAITS (i.e. your strengths)

1. 

2. 

3. 

14. OTHER RELEVANT INFORMATION

1. 

2. 

3. 

15. BURSARIES

Has a bursary been granted to you by Department of Education? If Yes (give full particulars including date and institution) e.g. Funza Lushaka Scheme

16. REFERENCES (Preferably Professional References)

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT DETAILS</th>
<th>RELATIONSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17. DECLARATION

I declare that the above information provided (including any attachments) is true and correct to the best of my knowledge. I understand that any false or incorrect information could lead to my application being disqualified or to me be discharged on account of misconduct, if appointed. Failure to disclose will result in disqualification.

____________________________  _______________
SIGNATURE OF APPLICANT       DATE

Please Note: Only original signature will be regarded as valid (photocopied signatures will not be acceptable).
ANNEXURE B

GDE DISTRICTS

EKURHULENI NORTH EN (D17)
Edenvale; Tembisa; Kempton Park; Bedfordview; Wattville; Bapsfontein; Benoni; Daveyton; Petit; Putfontein.

EKURHULENI SOUTH ES (D18)
Alberton; Bedfordview; Boksburg; Edenvale; Germiston; Kattlehong; Vosloorus; Tokoza

GAUTENG EAST GE (D16)
Brakpan; Daggafontein; Duduzia; Daveyton; Kwa-Thema; Nigel; Springs; Tsakane: Welgedag; Devon; Wattville

GAUTENG NORTH GN (D1)
Bapsfontein; Baviansspoort; Bronkhorstspruit; Clayville; Cullinan; Ekangala; Hammanskraal; Premier Mine; Rayton; Zonderwater

GAUTENG WEST GW (D2)
Bank; Bekkersdal; Brandvlei; Doringfontein; Glenharvie; Hekpoort; Krugersdorp; Libanor; Maanhaarand; Magaliesberg; Mothlakeng; Muldersdrift; Oberholzer; Randfontein; Randfontein South; The Village; Toekomsrus; Venterspos; Western Areas; Westonaria, Azadville

JOHANNESBURG CENTRAL JC (D14)
Soweto; Eldorado Park; Johannesburg Southern Suburbs; Lenasia

JOHANNESBURG EAST JE (D9)
Halfway House; Hyde Park; Lyndhurst; Modderfontein; Parktown; Sandton, Alexandra Township, Ivory Park, Midrand

JOHANNESBURG NORTH JN (D10)
Johannesburg North, Parktown; Randburg, Soweto, Central, Far North; Cosmo City

JOHANNESBURG SOUTH JS (D11)
Grasmere; Jackson's Drift; Johannesburg; Lenasia; Lawley; Orange Farm; Vlakfontein

JOHANNESBURG WEST JW (D12)
Florida; Roodepoort; Soweto; Braamfischer; Tshepisong; Meadowlands, Dobsonville

SEDIBENG EAST SE (D7)
Daleside; Heidelberg Transvaal; Henley-On-Klip; Jameson Park; Meyerton; Rensburgdorp; Rotanda; Sharpeville; Vereeniging; Walkerville

SEDIBENG WEST SW (D8)
Everton; Loch Vaal; Vanderbijlpark; Sebokeng; Palm Springs; Bophelong; Boipatong; Evaton

TSHWANE NORTH TN (D3)
Hammanskraal; Pretoria; Sinoville; Soshanguve

TSHWANE SOUTH TS (D4)
Atteridgeville; Eldoraigne; Erasmia; Irene; Lyttelton; Mamelodi; Pretoria-West; Rissik; Silverton; Centurion

TSHWANE WEST TW (D15)
Akasia, Atteridgeville (in Tshwane South); Mabopane; Ga-Rankuwa; Hercules; Pretoria-Noord; Pretoria; Soshanguve; Pretoria-West
## DISTRICT ADDRESSES – 2014

### ANNEXURE B

**DISTRICT EKURHULENI NORTH [EN]:**

- **Physical Address:** 78 Howard Avenue, Munpen Building, BENONI
- **Postal Address:** Private Bag X059 Benoni, 1500
- **Enquiries:** Emily Molefe TEL: (011) 7468190

**DISTRICT EKURHULENI SOUTH [ES]:**

- **Physical Address:** 2 Robin Close, Alberton
- **Postal Address:** Private Bag X001, Alberton 1450
- **Enquiries:** Ellen Raphololo TEL: (011) 389-6034

**DISTRICT GAUTENG EAST [GE]:**

- **Physical Address:** Infinity Office Park, Private Bag X8001
- **Postal Address:** 2 Robin Close, Alberton
- **Enquiries:** Emily Molefe TEL: (011) 7468190

**DISTRICT GAUTENG SOUTH [GS]:**

- **Physical Address:** Private Bag X059, Alberton
- **Postal Address:** Private Bag X001, Alberton 1450
- **Enquiries:** Ellen Raphololo TEL: (011) 389-6034

**DISTRICT GAUTENG WEST [GW]:**

- **Physical Address:** Infinity Office Park, Private Bag X8001
- **Postal Address:** 2 Robin Close, Alberton
- **Enquiries:** Emily Molefe TEL: (011) 7468190

**DISTRICT JOHANNESBURG CENTRAL [JC]:**

- **Physical Address:** Cnr Morola & Chris Hani Road, Soweto College, PIMVILLE
- **Postal Address:** Private Bag X01, Braamfontein 2017
- **Enquiries:** Roseline Vaughan TEL: (011) 694-9378

**DISTRICT JOHANNESBURG EAST [JE]:**

- **Physical Address:** 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON
- **Postal Address:** Private Bag X9910, Sandton 2146
- **Enquiries:** Elizabeth Moloko TEL: (011) 666-9109

**DISTRICT JOHANNESBURG NORTH [JN]:**

- **Physical Address:** Cnr Biccard & Jorrison Street FNB Building, BRAAMFONTEIN
- **Postal Address:** Private Bag X01, Braamfontein 2017
- **Enquiries:** Roseline Vaughan TEL: (011) 694-9378

**DISTRICT JOHANNESBURG SOUTH [JS]:**

- **Physical Address:** 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG
- **Postal Address:** Private Bag X13, Lenasia 1820
- **Enquiries:** Patrick Sesane TEL: (011) 247-5957

**DISTRICT JOHANNESBURG WEST [JW]:**

- **Physical Address:** Cnr Biccard & Jorrison Street FNB Building, BRAAMFONTEIN
- **Postal Address:** Private Bag X01, Braamfontein 2017
- **Enquiries:** Roseline Vaughan TEL: (011) 694-9378

**DISTRICT SEDIBENG EAST [SE]:**

- **Physical Address:** SL&M Building Cnr Joubert & Kruger Street, VEREENIGING
- **Postal Address:** Private Bag X05, Vereeniging 1930
- **Enquiries:** Pierre Zeeman TEL: (016) 440-1748

**DISTRICT SEDIBENG WEST [SW]:**

- **Physical Address:** Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG
- **Postal Address:** Private Bag X067, Vanderbijlpark 1900
- **Enquiries:** Erna Rust TEL: (016) 594 9207

**DISTRICT TSHWANE NORTH [TN]:**

- **Physical Address:** Wonderboom Junction 11 Lavender Street, PRETORIA
- **Postal Address:** Private Bag X925, Pretoria 0001
- **Enquiries:** Grace Chauke TEL: (012) 543 1044

**DISTRICT TSHWANE 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:** Salamina Letoaba TEL: (012) 725 1451