DATE OF ISSUE: 15 AUGUST 2014

TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/GOVERNMENT COMPONENTS

PUBLIC SERVICE VACANCY CIRCULAR NO 32 OF 2014

ANNEXURE O

PROVINCIAL ADMINISTRATION: GUATENG
DEPARTMENT OF EDUCATION

APPLICATIONS:

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, Private Bag X8001 2 Robin Close, Alberton Meyersdal, 1450 ALBERTON Enquiries: Ellen Raphoto TEL: (011) 389-6024

DISTRICT GAUTENG EAST [GE]: Physical Address: Corner 2nd Avenue & 3rd Street, Old FNB Building, SPRINGS Postal Address: Private Bag X09 Springs, 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0716/7

DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ria Van der Merwe TEL: (012) 846-3635

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 90064, Bertram, 2013 Enquiries: Rendani Nemukula TEL: (011) 983-2231

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: Corner Bidcard & 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: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta: TEL: (082) 306 4221

DISTRICT SEDIBENG EAST [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Johan Knuppe TEL: (016) 440-1861

DISTRICT SEDIBENG WEST [SW]: Physical Address: Sebogeng College 6 Samuel Street; Zone 18,SEBOKENG Postal Address: Private Bag X06, Vanderbijlpark, 1900 Enquiries: Erna Rust TEL: (016) 594 9207

DISTRICT TSWANE 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 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: Salamina Letoaba TEL: (012) 725 1451

HEAD OFFICE [HO] Physical Address: 111 Commissioner street, Johannesburg Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: CHECK ENQUIRIES ON THE ADVERT

CLOSING DATE:

05 September 2014

NOTE:

Advertisement And Appointment Principles: These vacant posts are advertised in terms of (PSCBC Resolution 1 of 2007) as well as Chapter IV, Section 10 of the
Public Service Act, the CORE (Code of Remuneration), Chapter 1 Part VII of the Public Service Regulation, 2001 The Department reserves the right not to fill vacant posts advertised in this list of vacancies should Head Office/District Office not have such vacant posts available on the approved realigned structure, or if incorrect information was submitted. General Instructions: Preferable date of commencement of duty is 1 October 2014 or the date of assumption of duty as mutually agreed upon by all parties. The required qualifications must be obtained prior to the date of commencement of duty. Applicants with prior learning, either by means of experience or alternative courses should have their qualification evaluated by the South African Qualifications Authority (SAQA) prior to applying for vacant posts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Instructions to candidates. Applications should be on Z83 form, signed and dated with comprehensive CV which should include full particulars of training, qualifications, skills, competencies, knowledge & experience. A certified of your identity document, driver’s license and qualifications must be attached. Certifying stamp older than six months will not be accepted. The specific reference number of the post must be quoted. NB! GDE cannot be held liable nor responsible for not considering/processing incomplete/incorrect applications/or which reach their destination after the closing date referred below. Posted applications to Districts and Head Office will only be accepted if they have a post office stamp dated within the period of advertisement i.e. before or on 05 September 2014. A unique reference number is allocated to every vacant post and is printed in the far right hand upper corner of each advertised vacant post; Reference numbers begins with the Office name and ends with unique number. PLEASE NOTE THAT SORTING IS DONE ACCORDING TO THIS REFERENCE NUMBER, THEREFORE APPLICANTS MUST INDICATE THE CORRECT REFERENCE NUMBER ON THE Z83 FORM, e.g. (Ref No: EN2338) The Department will not take any responsibility if an incorrect number was entered on the Z83 FORM. Applicants requiring additional information regarding an advertised post, must direct their enquiries to the relevant enquiry person at District Office/Head Office where the vacancy exists. Instructions to District Offices/Head Office. The selection of candidates should be done with due regard to the relevant measures contained in Chapter1, Part VII, D of the Public Service Regulations, 2001. Please ensure that the application form carries the original signature of the applicant – photocopies of signatures will not be accepted. Faxed applications will not be accepted. Procedure when applying applications for vacancy list (office based) should be directed to the venue/office where the vacancy exist A container for hand delivered applications will be placed at all offices from 18 August 2014 to 05 September 2014 between 08:00 and 16:00 daily. Via the post they should be posted to the specific districts/head office.

**OTHER POSTS**

**POST 32/76**

**SENIOR STATE ACCOUNTANT 17 POSTS**

Directorate: Capital Expenditure REF. NO: HO2385; Chief Directorate: Communication REF. NO: HO2387; School Interventions & Stakeholder Management REF. NO: HO2388; School Management REF. NO: HO2389; School Support REF. NO: HO2390; Assessment and Examinations REF. NO: HO2391; Risk and Compliance Management REF. NO: HO2392; Infrastructure Management REF. NO: HO2393; Scholar Transport REF. NO: HO2394; Supply Chain Management REF. NO: HO2395; Transversal HR Services REF. NO: HO2396

**SALARY** : R227 802 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate Diploma or Degree in Financial Management plus relevant experience in Finance. Two (2) years relevant experience in Financial Management. Knowledge of Basic Accounting System (BAS), Public Finance Management Act. Treasury Regulations. Generally Accepted Accounting Practice. Government budget process. Departmental grievance procedures.

**DUTIES:**
- Costing The Operational Plans Of The Chief Directorate Office. Ensure that the operational plans and budgets split that balance to the line allocation are prepared and submitted to the relevant office. Capture budget breakdown on the basic accounting system (BAS) per programme and economic classification. File signed budget copies. Expenditure Analysis, Matlotlo Report And Clearing Of Misallocations. Monthly analysis of expenditure including compilation of Matlotlo reports. Rectify errors detected by the analysis exercise. Ensure that journals are parked and misallocations are cleared. Compile reports on wasteful and fruitless expenditure, consumable stock on hand, payroll certificate report. Monitor Compliance with Relevant Legislation. Proper procedures are followed in terms of PFMA and treasury regulations. Ensure that managers authorize documents according to their financial delegations. Procurement of Goods and Services. Prepare the requisition forms for goods and services to be procured. Prepare the RLS02 when goods/services are received for payment. Check the status of payments and ascertain that service providers are paid. Prepare travel and subsistence claims and follows up on payments. Submit monthly and year end accruals and commitments.

**ENQUIRIES:**
- Head Office – Ms. N. Bokgwathile. Tel. No: (011) 355 0243

**POST 32/77:**
- **SENIOR PROVISIONING ADMIN OFFICER**
  - Sub Directorate: Finance & Administration
  - **SALARY:** R227 802 per annum
  - **CENTRE:**
    - UNIT: Provisioning and Administration; Gauteng East REF. NO: GE2404; Gauteng West REF. NO: GW2405; Johannesburg Central REF. NO: JC2406; Gauteng North REF. NO: GN2407; Johannesburg West REF. NO: JW2408; Johannesburg North REF. NO: JN2409

**REQUIREMENTS:**

**DUTIES:**
- Monitoring 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 ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment 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 of schools on Financial Management and Procurement procedures and policies. 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. Ensure 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 the school of per letter
on the outcome of the application submission. PMDS And Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. 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. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filling, reports, etc.). Compiling weekly reports. Monitor filing of expenditure report. Monitor filing of reconciliation report. Monitor filing of remittance advice. Monitor filing of weekly reports

ENQUIRIES: District-GE – Mr. M. Leotlela. Tel. No: 072 533 6073; GW – Ms. L. Dhlamini. Tel. No: (011) 660 4581; JC – Mr. R. Nemukula. Tel. No: (011) 983 2231; GN – Mr. J. Fourie. Tel. No: (012) 846 3504; JW – Mr. L. Jafta. Tel. No: 082 306 4221; JN – Ms. R. Vaughan. Tel. No: (011) 694 9378;

POST 32/78: SENIOR ADMINISTRATION OFFICER; OFFICE SERVICE POOL
Sub Directorate: Finance & Administration

SALARY: R227 802 per annum
CENTRE: Unit: Office Service Pool; Ekurhuleni South REF. NO: ES2410; Johannesburg West REF. NO: JW2411;


ENQUIRIES: District-ES – Ms. E. Raphoto. Tel. No: (011) 389 6034; District-JW – Mr. L. Jafta. Tel. No: 082 306 4221;

POST 32/79: SENIOR STATE ACCOUNTANT 8 POSTS REF. NO: HO2414
Directorate: Financial Administration

SALARY: R227 802 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized bachelor’s degree or Diploma with financial accounting as a major. Minimum of two to five years working experience in the financial environment. Good interpersonal skills, Administrative, analytical and organizational skills, Ability to work under pressure and long hours during audit process. PFMA and Treasury Regulations, procurement procedures, Internal Control Practices, Public Sector Finance, Loss Control, Risk Management practices. Computer literacy and ability to conduct presentations to management
and other Stakeholders. Communication skills (verbal and written). Knowledge of PERSAL, BAS, and Microsoft systems. Communicate daily with supervisors.

**DUTIES**

- Analysis and review ledger and clear suspense accounts. Prepare monthly, quarterly. Financial reports (including IFS/AFS disclosure notes) and assist with audit queries. Prepare all. Reconciliation. Bank reconciliation, Bas & Persal reconciliation, Revenue (including pay over), Payments and other Reconciliation, Petty cash reconciliation. Process journals and reallocation of expenditure. Ensure effective revenue and petty cash administration within the Department. Ensure efficient and effective management of debtors, ensure effective and efficient quality assurance of payments of service providers. Ensure processing of payment of service providers within 30 days and report on accruals as per the Treasury requirements. Process and analyze the Interdepartmental receivables and payable. Process travel and subsistence claim/advances. Detect, report and maintain the registers of fruitless and wasteful expenditure. Payroll administration.

**ENQUIRIES**

Head Office – Ms. A. Nathane. Tel. No: (011) 355 0254

**POST 32/08**

**CHIEF ACCOUNTING CLERK 2 POSTS REF NO: HO2415**

Directorate: Financial Administration

**SALARY**

R227 802 per annum (Plus Benefits)

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate recognized tertiary qualification or equivalent (NQFL6) plus relevant years of experience. Minimum of two (2) years’ experience for the posts. PFMA and Treasury Regulations, procurement procedures and other. Communication skills (verbal and written). Knowledge of PERSAL, BAS, and Microsoft systems. Good interpersonal skills, Administrative, analytical and organizational skills, Ability to work under pressure and long hours during audit process. Communicate daily with the GPF and service providers.

**DUTIES**

- Assist in checking and clearing the suspense account. Process Journals and reallocation of Expenditure. Assist in the Preparation of all reconciliation. Bank reconciliation, Bas & Persal reconciliation, Revenue (including pay over), Payments and other Reconciliation. Assist in the collection and banking of revenue. Assist in monitoring and distribution of petty cash and reconciliation thereof. Assist in the processing of payments of service providers and revenue. Prepare the Interdepartmental receivables and check the debt account in line with GPF. Monitor and process the inter departmental payable; and travel and subsistence claim/advances. Assist with quality assurance of payments and other revenue related transactions. Assist in the Compilation of schedule (payments and others). Assist in the preparation of monthly, quarterly financial reports (including AFS disclosure notes) and assist with audit queries. Assist in the payroll administration.

**ENQUIRIES**

Head Office – Ms. A. Nathane. Tel. No: (011) 355 0254

**POST 32/81**

**SENIOR STATE ACCOUNTANT 4 POSTS**

Directorate: Financial Management Services

**SALARY**

R227 802 per annum

**CENTRE**

Head Office

**REQUIREMENTS**


**DUTIES**

Preparation of monthly, quarterly and Annual Financial Statements. Prepare a breakdown of anticipated revenue and expenditure (Sec 40 IYM) at the beginning of the financial. Compile on a monthly basis revenue and expenditure reports (IYM). Prepare internal and external Financial Management Reports as well as for Provincial and National Treasuries; and National Basic Education. Attend to
Auditor General requests within the required turnaround time. File signed documents. Coordinates Monthly disclosure notes from various units and ensure accuracy, completeness of financial information. Ensure compliance with process and procedure as prescribed by PFMA, GRAP and any applicable Legislative Framework. Analysis of expenditure and compilation of Matlotlo reports. On a monthly basis liaise with Directorates with regard to their finances and provide financial guidance as published by the Office of the Accountant General. Monitor Compliance with Relevant Legislation.

ENQUIRIES
: Head Office – Ms. A. Nak. Tel. No: (011) 355 0244

POST 32/82
: SENIOR ADMINISTRATION OFFICER: TRANSPORT 2 POSTS
Sub-Directorate: Finance and Administration

SALARY
: R227 802 per annum (Plus Benefits)

CENTRE
: Districts- Gauteng North REF NO: GN2432; Johannesburg South REF NO: JS2433

REQUIREMENTS
: An appropriate recognized Transport qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicant with prior learning, either by means of experience or alternative course may also apply. Transport administration experience 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. 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. Candidate must be in possession of a driver’s license (Manual). Key competencies: Training in electronic Log System, 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.

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
: Ms. J Fourie Tel No: (012) 846 3504
Ms. M Legoale Tel No: (011) 247 5989

POST 32/83
: SENIOR ADMINISTRATION OFFICER: SUPPORT SERVICE REF NO: HO2434
Sub-Directorate: Auxiliary Service & Fleet Management

SALARY
: R227 802 per annum (Plus Benefits)

CENTRE
: Head Office

REQUIREMENTS
: An appropriate recognized (or equivalent) qualification (NQF L6) plus 5 -10 years relevant experience. Applicant with prior learning, either by means of experience or alternative course may also apply. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline.

DUTIES
: Supervise the daily activities of the Cleaners and the General Assistants. Compile a substitution roster in case of sick/absent officials. Conduct random inspections of all areas allocated to the Support staff to monitor the cleanliness of the building. Monitoring adherence to cleaning procedures for officials randomly on a weekly basis. Compile a weekly report for inspections. Check and confirm
that all cleaning equipment is available and in good working condition. Ensure that the required cleaning material is procured and timeously delivered. Ensure that the procured Stock and equipment is well managed and distributed. Complete and update the inventory on a monthly basis. Ensure compliance to Occupational Health and Safety policy and procedures and provide feedback thereof. Waste Paper Management. Ensure that all officials have job descriptions and they are contracted. Ensure that the PMDS evaluations of all the officials reporting to the Senior Admin Officer are done on a quarterly basis. Compile a leave management plan in consultation with the support staff. Conduct monthly meetings with the unit officials. Provide feedback regarding problem resolutions. Daily management of the attendance register. Registry And Photocopying Machine Management. Ensure that the meter readings are captured and verified on a monthly basis. Ensure that the service provider invoices are paid monthly and they correspond with the meter readings captured. Log calls when the photocopier requires maintenance and services. Request for the toner from the service provider as and when it is required. Ensure that the photocopier paper is procured and timeously delivered. Ensure that the procured stock and equipment is effectively and efficiently managed and distributed. Complete and update the inventory on a monthly basis. Ensure that the photocopier machine is not moved from its area of location without the permission of the service provider. Ensure that all closed files are listed; send to Head Office for archiving purposes. Compile weekly, monthly and quarterly reports. Compile the Operational and Procurement Plan for the unit. Control and monitor services' budget. Ensure that budget is spent according to the Operational and Procurement plan. Ensure that requisition forms are completed and track the progress of the procured material weekly. Monitor and manage the procurement of equipment and stock required for cleaning and filing.

ENQUIRIES: Ms. E Simbine Tel No: 011 355 0179

POST 32/84: SENIOR ADMINISTRATION OFFICER: REGISTRY SERVICE REF NO: HO2435

SALARY: R227 802 per annum (Plus Benefits)
CENTRE: Head Office
REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of Office equipment’s Administrative procedure relating to files. Registry norms, standards and procedures. Planning and Organizing. Organisational policies skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure. Knowledge of PFMA, Knowledge of Shortlisting and interview processes, procurement procedures, Treasury Regulations and other legislative frameworks applicable to the public service.

DUTIES: Monitor the opening of files, requisitions, return and opening of files. Formulate and monitor the monthly and quarterly duty rooster. Management of the franking machine readings and the payments thereof. Procurement of office equipment, stationary and distribution thereof. Ensure all assets in Registry are barcoded accordingly. Ensure all assets are listed in the asset register. Communicate with Asset Directorate regarding damaged and broken assets. Supervise and monitor General Assistants regarding cleaning, Registry duties and movement of office furniture.

ENQUIRIES: Ms. Elsie Simbine Tel No: (011) 355 0179

POST 32/85: SENIOR ADMINISTRATION OFFICER: AUXILIARY SERVICE REF NO: HO2436

SALARY: R227 802 per annum (Plus Benefits)
CENTRE: Head Office - Johannesburg
REQUIREMENTS: An appropriate recognized Tertiary qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicant with prior learning, either by means of
experience or alternative course may also apply. Knowledge of PERSAL, VAS, PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applicable to 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.

**DUTIES**

Ensure effective management of provisioning of good and services. Manage procurement and accounting for all goods and services. Management of placement of orders and payments thereof. Provide assistance to Auditor General during audit process. Secure necessary approvals and delegations for processing. Manage submission of invoices to GDF and tracking on progress. Assist in provision of operational planning services. Compiling monthly and quarterly reports. Supervise staff.

**ENQUIRIES**

Ms. Elsie Simbine Tel No: 011 355 0179

**POST 32/86**

**SENIOR ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: HO2417**

Sub-Directorate: Warehouse

**SALARY**

R227 802 per annum (Plus Benefits)

**CENTRE**

Pretoria (Hercules)

**REQUIREMENTS**

An appropriate recognized (or equivalent) qualification (NQF L6) plus 3-5 years’ experience in Supply Chain Management and/or Finance. Applicant with prior learning, either by means of experience or alternative course may also apply. Knowledge of relevant Public Service regulatory framework and Acts. Competencies: Computer literacy. Planning and organizing skills. Communication (written, verbal and liaison) skills. Customer Care Skills. Problem-solving skills. Interpersonal skills. Business Ethics skills. Analytical skills and valid driver license. Attributes: Accurate. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy, Confidentiality, Self-starter, Customer focused and Adaptive.

**DUTIES**

Oversee the warehouse function that comprises, viz; transit in and transit out, Maintenance of the warehouse Asset Register, Logistic Management as well as transport and office services. Provide leadership and manage the human and financial capital within the sub-directorate.

**ENQUIRIES**

Mr. Machoga Tel No: (012) 379 2131

**POST 32/87**

**SENIOR ADMINISTRATION OFFICER: OFFICE SERVICE POOL REF NO: JE2440**

**SALARY**

R227 802 per annum (Plus Benefits)

**CENTRE**

District: Johannesburg East

**REQUIREMENTS**

An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PFMA, Procurement procedures, Treasury Regulations and other applicable legislative framework 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.

**DUTIES**

Provide administrative support of the unit. Ensure that procurement processes are carried out effectively and efficiently within the current line structure. Manage contract orders, renewals and amendments and update electronic records. Monitor orders and deliveries. Effective follow up mechanism, prepare, maintain and update procurement report. Quality control services/deliveries and report any deficiencies or discrepancies. Supervise staff.

**ENQUIRIES**

Ms. E Moloko Tel No: (011) 666 9109

**POST 32/88**

**CHIEF ADMINISTRATION CLERK: CIRCUIT SECRETARIAL AND ADMIN SUPPORT 3 POSTS**

Sub-Directorate: Finance and Administration
**SALARY**
R183 438 per annum (Plus benefits)

**CENTRE**
Districts – Johannesburg Central REF NO: JC2418 Sedibeng East REF NO: SE2419; Ekurhuleni North REF NO: EN2420

**REQUIREMENTS**
A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**
Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

**ENQUIRIES**
Mr. R Nemukula Tel. No: (011) 983 2231
Mr. J Knuppe Tel. No: (016) 440 1748
Ms. E Mochela Tel. No: (011) 746 8190

**POST 32/89**
CHIEF ADMIN CLERK REF NO: HO2421
Sub-Directorate: School Financial Management & Governance

**SALARY**
R183 438 per annum (Plus Benefits)

**CENTRE**
Head Office - Johannesburg

**REQUIREMENTS**
An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Working knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures. Communication skills (verbal & written). Computer Literacy (Ms Word, Excel, Access, PowerPoint and Publishers, BAS, SAP).and typing skills. Ability to work under pressure and work in a team. Good interpersonal relations.

**DUTIES**
Administration of Municipal Payments for Section 21 schools and monitor payments buy public ordinary schools of their municipal services. Updated and correct Compensation for exemption of school fees report including queries. Administration of Payments of Municipal Services for Section 20 schools an accounting for goods and services for section 20 Public ordinary schools. Attend to Municipal Queries from Districts and tracking of budget expenditure variants for section 20 public Ordinary schools. Procurement of goods and services for section 20 Public Ordinary schools.

**ENQUIRIES**
Mr. Tebogo Mayeza Tel No: 011 355 0251

**POST 32/90**
CHIEF TYPIST 5 POSTS
Sub-Directorate: Finance and administration

**SALARY**
R183 438 per annum (Plus Benefits)

**CENTRE**
Districts – Gauteng West REF NO: GW2422; Tshwane South REF NO: TS2423; Tshwane North REF NO: TN2424; Sedibeng East REF NO: SE2425; Johannesburg West REF NO: JW2426

**REQUIREMENTS**
An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Computer literate (MS Word, Excel, PowerPoint). Good organizational and communication skills. Able to work under pressure.

**DUTIES**
ENQUIRIES : Ms. L Dhlamini Tel No. (011) 660 4581 (GW)
Ms. M Van Der Walt Tel No. (012) 401 6363/5 (TS)
Ms. G Chauke Tel No. (012) 543 1044 (TN)
Mr. J Knuppe Tel No. (016) 440 1748 (SE)
Mr. L Jafta Tel No. 082 306 4221 (JW)

POST 32/91 : CHIEF REGISTRY CLERK OSP 5 POSTS
Sub-Directorate: Finance and administration

SALARY : R183 438 per annum (Plus Benefits)
CENTRE : Head Office & Districts –Gauteng West REF NO: GW2427; Johannesburg East
REF NO: JE2428; Gauteng East REF NO: GE2429; Gauteng North REF NO: GN2430; Head Office REF NO: HO2431

REQUIREMENTS : An appropriate, recognized Tertiary qualification (or equivalent) qualification 
(NOF L6). Applicants with prior learning, either by means of experience or
alternative courses may also apply. Knowledge and skills in archives and mailing
procedures (National Archiving Systems), Recording information and maintaining
an Document Control System. Communication skills (verbal & written).Computer
literacy (MS Word, Excel, Outlook) and typing skills. Good interpersonal
relations. Maintain a high level of confidentiality when dealing with all files. Ability
to work under pressure and work in a team.

DUTIES : Maintain the filing system. Ensures smooth running of the registry office. Monitor
all movement of files. Safekeeping and disposal of documentation in terms of the
Archives Act. Quarterly Audit of all files. Storage and retrieval of documents and
files .Effective electronic document Management System. Prepare documents
and post daily and ensure collection by courier/messenger. Data Capturing.
Liaising with other Departments to transfer and dispose records. Compiling of
monthly statistics and reports. Supervise Staff.

ENQUIRIES : Ms. L Dhlamini Tel No:(011) 660 4581 (GW)
Ms. E Moloko Tel No: (011) 666 9109 (JE)
Mr. M Leotlela Tel No: 072 533 6073 (GE)
Ms. J Fourie Tel No: (012) 846 3504 (GN)
Ms. E Simbine Tel No: 011 355 0179 (HO)

POST 32/92 : CHIEF PROVISIONING ADMIN CLERK
Sub Directorate: Finance & Administration
Unit: Provisioning and Administration

SALARY : R183 438 per annum
CENTRE : Tshwane North REF. NO: TN2397; Tshwane South REF. NO: TS2398; Sedibeng
East REF. NO: SE2399; Johannesburg West REF. NO: JW2400; Gauteng West
REF. NO: GW2401; Johannesburg North REF. NO: JN2402; Johannesburg
East(X 2 POSTS) REF. NO: JE2403:

REQUIREMENTS : An appropriate, recognized Tertiary qualification Degree / Diploma-plus 3 years’
relevant experience. Grade 12 – plus 6 years’ relevant experience. Procurement
directives (Supply chain management manual). Treasury Regulations, PFMA,
PPPFMA, SASA and Assets Policy. Asset management. How to do basic
research/gather information. Administration procedures relating to specific
working environment, including norms and standards. Planning and organizing.
Computer operation. Client service. Reporting procedures. Compilation of
to perform routine tasks. Ability to operate computer (both hardware and
Formulating and editing. Conflict resolution. Computer literacy. Verbal exchange
of information requiring helpfulness and politeness. Routine notes,
memorandums, reports, minutes and letters. Motivations with regard to PMDS.
Share information with team members. A driver’s license will be added
advantage

DUTIES : Monitoring 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 ASD and HO. Receive invoices from municipalities/Head Office for
Non-S21 schools and monitor payment 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 of schools on Financial Management and Procurement procedures and policies. 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. Ensure 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 the school of per letter on the outcome of the application submission. PMDS And Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. 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. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filling, reports, etc.).

ENQUIRIES: District-TN – Ms. G. Chauke. Tel. No: (012) 5431044; TS – Ms. M. Van Der Walt. Tel. No: (012) 401 6363/5; SE – Mr. J. Knuppe. Tel. No: (016) 440 1748; JW – Mr. L. Jatta. Tel. No: 082 306 4221; GW – Ms. L. Dhlamini. Tel. No: (011) 660 4581; JN – Ms. R. Vaughan. Tel. No: (011) 694 9378; JE – Ms. E. Moloko. Tel. No: (011) 666 9109;

POST 32/93: STATE ACCOUNTANT
Sub Directorate: Financial and Administration

SALARY: R183 438 per annum (plus benefits)

CENTRE: Johannesburg North REF. NO: JN2412; Tshwane West REF. NO: TW2413;

REQUIREMENTS: An appropriate, recognized Tertiary qualification Degree / Diploma plus 3 years’ relevant experience. Grade 12 – plus 6 years’ relevant experience. Well conversant with legislation regulating Financial and Supply Chain Management. Knowledge of BAS. Analytic and financial management skills. Good interpersonal relations, communication. Organising, planning, project management and problem solving skills. General knowledge in requesting BAS expenditure reports. Read and capture BAS expenditure reports on the spreadsheet. Give advice to program managers of their expenditure pattern. Knowledge of PFMA. Ability to work under pressure and work independently. Ability work as a team. Generics: Communication, Customer service, Problem solving, Analytical, Computer literacy, Initiative, Innovation and continuous improvement. Knowledge: Knowledge of accounting. A driver’s license will be added advantage

DUTIES: To allocate budget, prepare expenditure reports in Finance Management unit and to ensure effective & efficient Financial Management, Planning, control, reporting, and to enforce compliance with legislative requirements and educational policies. Obtaining and distribution of final budget allocations for units & schools. Ensure that Programme managers are issued with their allocated budget letters. Compile and submit expenditure & forecast reports for Matlotlo presentations. Visit, invite school Principals & unit heads to account on finances of their schools and units (conduct mini Matlotlo for units and schools) All ad hoc duties related to the smooth operation of the unit. Assist in the implementation of processes for the effective, efficient and economical use of departmental resources. Compile inputs for the Medium Term Expenditure Framework and, Monitor monthly expenditure, cash flow projections and related financial matters. Compliance to Section 45 of the PFMA: Must ensure that the
system of financial management and internal control established for the department is carried out within his area of responsibility; responsible for the effective, efficient, economical and transparent use of financial and other resources within his area of responsibility; Must take effective and appropriate steps to prevent, within his area of responsibility, any unauthorized expenditure, irregular expenditure and fruitless and wasteful expenditure and under collection of revenue due; principles, practice and concepts; Knowledge of BAS system; Knowledge of Persal system; Knowledge of PFMA; Knowledge of National and GPG Treasury Regulations; Knowledge of GPG delegation of authority requirements and policies and procedures; Knowledge of GPG GSSC financial administration processes, policies and procedures. Skills: Financial analytical. Application of accounting concepts, rules, principles and practices; Numerical skills; BAS user processing skills; Financial administration skills; Human resources management. Attributes: Ability to priorities and organise work; Customer focus; Diversity awareness; Cost Conscious; Team worker.

ENQUIRIES
District-(JN) – Ms. R. Vaughan. Tel. No: (011) 694 93784;
District-(TW) – Ms. S. Letoaba. Tel. No: (012) 725 1451

POST 32/94
CHIEF ADMIN CLERK: FLEET MANAGEMENT 3 POSTS
Sub-Directorate: Finance and Administration

SALARY
R183 438 per annum (Plus Benefits)

CENTRE
Districts- Johannesburg Central REF NO: JC2437; Johannesburg South REF NO: JS2438

REQUIREMENTS
An appropriate recognized Transport qualification (or equivalent) qualification (NQR L6) plus 3 to 7 years relevant experience. Transport administration experience will be an added advantage. Knowledge of Transport policies (Subsidized and GG cars). Knowledge of Legislative frameworks applicable in the public sector. Good interpersonal skill and communication skill (verbal and written) Administrative, analytical and organizational skill. Knowledge of computer and Supervisory skills. Ability to work under pressure and long hours during audit process. Valid driver’s license.

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 Subsidied vehicles. Monitor effective utilization of both G- Fleet and Subsidied 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. R Nemukula Tel No: (011) 983 2231
Ms. M Legoale Tel No: (011) 247 5989

POST 32/95
CHIEF ADMIN CLERK: AUXILIARY SERVICE REF NO: TW2439
Sub-Directorate: Finance and Administration

SALARY
R183 438 per annum (Plus Benefits)

CENTRE
District- Tshwane West

REQUIREMENTS
An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Working knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures. Communication skills (verbal & written). Computer Literacy (Ms Word, Excel, Access, PowerPoint and Publishers, BAS, SAP). and typing skills. Ability to work under pressure and work in a team. Good interpersonal relations. Ability to work under pressure and long hours during audit process. Valid driver’s license.
**DUTIES**

Supervision and coordination of General Workers (Cleaners, Groundsmen). Dealing with all telephone account reconciliation, and communication with Telkom. Investigate, dealing and/or reporting maintenance problems to the maintenance selection at Head Office. Booking and allocations of venues. Management of Leave within the Unit. Administrative Tasks such as record keeping, report writing etc.

**ENQUIRIES**

Ms. S Letoaba Tel No: (012) 725 1451

**POST 32/96**

CHIEF ADMINISTRATION CLERK 3 POSTS

Sub Directorate: Finance and Administration

**SALARY**

R183 438 per annum (Plus benefits)

**CENTRE**

Districts – Gauteng West REF NO: GW2441; Gauteng East REF NO: GE2442; Johannesburg North REF NO: JN2443

**REQUIREMENTS**

A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**

Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

**ENQUIRIES**

Ms. L Dhlamini Tel. No: (011) 6604581
Mr. Leotlela Tel. No: 072 533 6073
Ms. R Vaughan Tel No: (011) 694 9378

**POST 32/97**

GENERAL ASSISTANT/FOOD SERVICES AID: OFFICE OF THE HOD REF NO: HO2416

Sub-Directorate: Office Service Pool

**SALARY**

R103 494 per annum (plus benefits)

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

A senior certificate or equivalent qualification plus relevant work experience. Good interpersonal relations and communication skills.

**DUTIES**

Catering during meetings and social functions within the HOD’s Office. Prepare and serve meals. Ensure fresh water and glasses are available in the boardroom at all times. Wash dishes after the meetings. Clean kitchen after meetings. Maintaining consumable items in the kitchen. Ensure the cleanliness of the HOD’s Office.

**ENQUIRIES**

Mr. J. Mokhosi Tel No: (011) 355 1510