APPLICATIONS:

DISTRICTS EKURHULENI NORTH (EN): Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela TEL: (011) 746-8190.


GAUTENG EAST (GE): Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0716.

DISTRICT GAUTENG NORTH (GN): Physical Address: Yorkcor 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 900064, Bertsham, 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 SOUTH (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X188, Lenasia, 1820 Enquiries: Lizwe Jafa TEL: (011) 831-5433.


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 TSWANE NORTH (TN): Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Priscilla Raviele TEL: (012) 543 1044.

DISTRICT TSWANE SOUTH (TS): Physical Address: President Towers Building, 265 Pretorious 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 Letaoba TEL: (012) 725 1451, HEAD OFFICE Postal Address: 111 Commissioner street, Johannesburg Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: CHECKENQUIRIES ON THE ADVERT CLOSING DATE: 16 September 2016.

NOTE: Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s an ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the...
application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date please accept that your application was unsuccessful

OTHER POSTS

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<tr>
<th>POST</th>
<th>SENIOR ADMIN CLERK X 13 POSTS</th>
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<td>Sub Directorate: Financial and Administration</td>
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<td>Section: Provisioning &amp; Administration for Institutions</td>
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<tr>
<td>SALARY</td>
<td>R142 461 per annum plus benefits</td>
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<td>CENTRE</td>
<td>Ekurhuleni South (x 2 Posts) REF NO: ES2016/09/77; Ekurhuleni North (x 2 Posts) REF NO: ES2016/09/78; Johannesburg North (x 5 Posts) REF NO: JE2016/09/82; Tshwane North (x 3 Posts) TN2016/09/80</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Grade 12 certificate or equivalent qualification at least relevant experience. Knowledge of PERSAL, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr. X Kheswa Tel 011 389 6034 (ES); Ms. Emily Mochela Tel 011 746 8190 (EN); Ms. N Mashazi Tel 011 694 9378 (JN); Ms. Priscilla Ravele Tel 012 543 1044 (TN);</td>
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<td>CENTRE</td>
<td>Gauteng West (x 2 Posts) REF NO: GW2016/09/82; Johannesburg East (x 5 Posts) REF NO: JE2016/09/86; Tshwane North (x 3 Posts) TN2016/09/87; Ekurhuleni South (x 3 Posts) ES2016/09/88 (X2)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A Grade 12 certificate or equivalent qualification at least relevant experience. Knowledge of SAP - SRM, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.</td>
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<tr>
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<td>Section: Finance and Procurement</td>
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<tr>
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<tr>
<td>CENTRE</td>
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<td>REQUIREMENTS</td>
<td>A Grade 12 certificate or equivalent qualification at least relevant experience. Knowledge of PERSAL, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.</td>
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procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.

**DUTIES**

**ENQUIRIES**
Ms. Elizabeth Moloko Tel 011 666 9109 (JE); Priscilla Ravele Tel 012 543 1044 (TN); Mr. X Kheswa Tel 011 389 6034 (ES)

**POST**
SENIOR PROVISIONING ADMIN CLERK X 5 POSTS
Sub Directorate: Financial and Administration
Section: Office Service Pool
SALARY: R142 461 per annum plus benefits
CENTRE: Johannesburg East (X2 Posts) REF NO: JE2016/09/90; Tshwane North REF NO: TN2016/09/91; Gauteng West REF NO: GW2016/09/92

**REQUIREMENTS**
A Grade 12 certificate or equivalent qualification at least relevant experience. Knowledge of PERSAL, BAS, PFMA and Treasury regulations, provisioning procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure and long hours during audit process.

**DUTIES**

**ENQUIRIES**
Ms. Elizabeth Moloko Tel 011 666 9109 (JE); Priscilla Ravele Tel 012 543 1044 (TN); Ms. Louisa Dhlamini Tel 011 660 4581 (GW);

**POST**
SENIOR ACCOUNTING CLERK X 8 POSTS
Sub Directorate: Financial and Administration
Section: Finance Management
SALARY: R142 461 per annum plus benefits

**REQUIREMENTS**
A Grade 12 certificate or equivalent qualification at least relevant experience training in financial administration, assets and procurement environment. Proven computer literacy training, good customer care, Practical experience in Government Systems (BAS and SAP) and knowledge and application of financial prescript (PFMA, Treasury Regulations, Supply Chain Framework and SCOA). Must be Computer Literate Windows, Microsoft Word and Microsoft Excel.

**DUTIES**
Receiving and record request to procure and invoices, capturing, processing and reconciliation of request and invoices on the system (SAP). Ensure smooth transition from purchase order to delivery to receipt of invoices to payment within 30 days. Participate in the compiling of sundry payment. Clearing of web cycles on daily basis. Attending supplier queries with GDF and, Compile and capture journals. Verification of allocation for any new request (SCOA Items), Filling and safe guarding of documents and maintains file documentation register. Assist with the identification and compiling of fruitless and wasteful expenditure. Collect and distribute payroll in accordance with the acts and regulations. Prepare the monthly reconciliation for Petty cash and revenue. Ensure effective revenue and petty cash administration and capture on P-Card.
POST : SENIOR ACCOUNTING CLERK (CASHIER) X 2 POSTS
Sub Directorate: Financial and Administration
Section: Finance & Procurement

SALARY : R142 461 per annum plus benefits
CENTRE : Gauteng West REF NO: GW2016/09/100; Johannesburg Central REF NO: JC2016/09/101

REQUIREMENTS : A Grade 12 certificate or equivalent qualification at least relevant experience training in financial administration, assets and procurement environment. Proven computer literacy training, good customer care, Practical experience in Government Systems (BAS and SAP) and knowledge and application of financial prescript (PFMA, Treasury Regulations, Supply Chain Framework and SCOA). Must be Computer Literate Windows, Microsoft Word and Microsoft Excel.

DUTIES : Receiving and record request to procure and invoices, capturing, processing and reconciliation of request and invoices on the system (SAP). Ensure smooth transition from purchase order to delivery to receipt of invoices to payment within 30 days. Participate the compiling of sundry payment. Clearing of web cycles on daily basis. Attending supplier queries with GDF and, Compile and capture journals. Verification of allocation for any new request (SCOA Items), Filling and safe guarding of documents and maintains file documentation register. Assist with the identification and compiling of fruitless and wasteful expenditure. Collect and distribute payroll in accordance with the acts and regulations. Prepare the monthly reconciliation for Petty cash and revenue. Ensure effective revenue and petty cash administration.

ENQUIRIES : Ms. Louisa Dhlamini Tel 011 660 4581 (GW), Mr. Rendani Nemukula Tel 011 983 2231 (JC)

POST : SENIOR ACCOUNTING CLERK (PAYMENT) REF NO: GW2016/09/102
Sub Directorate: Financial and Administration
Section: Finance & Procurement

SALARY : R142 461 per annum plus benefits
CENTRE : Gauteng West District

REQUIREMENTS : A Grade 12 certificate or equivalent qualification at least relevant experience training in financial administration, assets and procurement environment. Proven computer literacy training, good customer care, Practical experience in Government Systems (BAS and SAP) and knowledge and application of financial prescript (PFMA, Treasury Regulations, Supply Chain Framework and SCOA). Must be Computer Literate Windows, Microsoft Word and Microsoft Excel.

DUTIES : Receiving and record request to procure and invoices, capturing, processing and reconciliation of request and invoices on the system (SAP). Ensure smooth transition from purchase order to delivery to receipt of invoices to payment within 30 days. Participate the compiling of sundry payment. Clearing of web cycles on daily basis. Attending supplier queries with GDF and, Compile and capture journals. Verification of allocation for any new request (SCOA Items), Filling and safe guarding of documents and maintains file documentation register. Assist with the identification and compiling of fruitless and wasteful expenditure. Collect and distribute payroll in accordance with the acts and regulations. Prepare the monthly reconciliation for Petty cash and revenue. Ensure effective revenue and petty cash administration.

ENQUIRIES : Ms. Louisa Dhlamini Tel 011 660 4581 (GW), Mr. Rendani Nemukula Tel 011 983 2231 (JC)
Directorate: Coordination of Curriculum Implementation
Directorate: GET Curriculum Coordination

SALARY: R142 461.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg; Examinations & Assessment (REF NO: HO2016/09/103); Performance Management & Development (REF NO: HO2016/09/104); Coordination of Curriculum Implementation (REF NO: HO2016/09/105); GET Curriculum Coordination (REF NO: HO2016/09/106)

REQUIREMENTS: Grade 12 or equivalent qualifications and at least relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. Computer literacy. Ability to work independently and under pressure.

DUTIES: Management of incoming and outgoing correspondence and calls. Delivery and collections. Tracking of documents that were delivered and/or collected. Serve as an entry point for all internal and external stakeholders who visit or call the Directorate. Implement and maintain administrative systems and procedures for the Directorate. Document Management. Ensure that the tracking grid is updated and produce report on same. Provide administrative support to the office.

ENQUIRIES: Ms. Rene Vermaak (Examinations & Assessment) Tel. 011 355 0866, Ms. Motschedisi Ramohloki (Performance Management & Development) Tel. 011 355 0102, Ms. Veronique April (Coordination of Curriculum Implementation) Tel. 011 355 0741, Ms. Esther Mahuma (GET Curriculum Coordination) Tel. 011 355 0061

POST: RECEPTIONIST X 2 POSTS
Sub Directorate: Financial Administration- Office Service Pool
SALARY: R142 461.00 per annum (Plus Benefits)
REQUIREMENTS: Grade 12 or equivalent qualifications and at least relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. Computer literacy. Ability to work independently and under pressure.

DUTIES: Management of incoming and outgoing correspondence and calls. Delivery and collections. Tracking of documents that were delivered and/or collected. Serve as an entry point for all internal and external stakeholders who visit or call the Directorate. Implement and maintain administrative systems and procedures for the Directorate. Document Management. Ensure that the tracking grid is updated and produce report on same. Provide administrative support to the office.

ENQUIRIES: Ms. N Mashazi (JN): Tel 011 694 9378, Ms. Priscilla Ravele (TS) Tel. No: 011 543 1044

POST: SENIOR ADMIN CLERK: SCHOOL LIAISING CLERK X 15 POSTS
Sub-Directorate: Transversal Human Resource Service
SALARY: R142 461.00 per annum (Plus Benefits)
CENTRE: Ekurhuleni South REF NO: ES2016/09/109 (X 4 Posts); Ekurhuleni North REF NO: EN2016/09/179 (x3 posts) Gauteng North REF NO: GN2016/09/110 (X 1 Post); Gauteng West REF NO: GW2016/09/111 (X 2 Posts); Johannesburg West, REF NO: JW2016/09/112 (X 4 Posts); Sedibeng West, REF NO: SW2016/09/113 (X 1 Post); Tshwane North REF NO: TN2016/09/114 (X 2 Posts); Tshwane South REF NO: TS2016/09/115 (X 1 Post)

REQUIREMENTS: Grade 12 or equivalent qualifications and at least relevant experience. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to Public Administration, human resource administration, applied personnel research and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, computer, printer, photocopier, fax machine and MS Office software i.e. Word, Excel and Presentation. Ability to function under
DUTIES: Provide support to the Districts/Institutions with regards to leave matters and PILIR. Ensure the alignment of PERSAL establishment with the daily attendance register for Institutions. Provide Human Resource advisory services to the Institutions. Provide support to the Districts/Institutions with regards to Conditions of Services matter i.e. compare payroll with staff attendance register and persal print out, process leave audit. Follow up queries until resolved and give feedback. Assist National Treasury on staff verification at the Institutions.

ENQUIRIES: Mr. X Kheswa (ES): Tel 011 389 6034, Mr. LA Phaswana (GN): Tel 012 846 3754, Ms. Louisa Dhlamini (GW) Tel 011 660 4581, Mr. Lizwe Jaftha (JW) Tel 011 831 5433, Ms. Erna Rust (SW): Tel 016 594 9207, Ms. Priscilla Ravele (TN): Tel 012 543 1044, Ms. M Van Der Walt (TS) Tel 012 401 6363, Ms. Emily Mochela (EN): Tel 011 746 8190

POST: SENIOR PERSONNEL OFFICER: CONDITIONS OF SERVICE X15 POSTS

CENTRE: Sub-Directorate: Transversal Human Resource Service

CENTRE: Ekurhuleni South REF NO: ES2016/09/116 (X 1 Post); Ekurhuleni North REF NO: EN2016/09/117; Gauteng West REF NO: GW2016/09/119 (X 1 Post); Johannesburg South REF NO: JS2016/09/120(X 1 Post); Sedibeng East, REF NO:SE2016/09/121 (X 1 Post); Tshwane North REF NO: TN2016/09/122 (X 2 Posts); Tshwane South REF NO: TS2016/09/123 (X 2 Posts)


DUTIES: Provide all personnel administration services on PERSAL. Render appointments services. Render Conditions of services: Appointments, Leave, Terminations, Qualifications bonus, Housing Allowances, and any salary related matters. Implement Performance Management Development System appraisals for all employees in the Department. Implement all departmental Human Resource policies, strategies and procedures to ensure adherence by Departmental personnel. Assist in the coordination of HR administration activities / processes. Capture accurate information on PERSAL. Ensure compliance with the HR related statutory requirements. Participate in the implementation and maintenance of effective and efficient administrative systems and procedures within the Directorate. Provide Human Resource Advisory services to all Departmental personnel. Guide and advice personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/ policies. Assist in the co-ordination of information sharing sessions for all the personnel in the Department. Deal with all HRA related queries.

ENQUIRIES: Ms. Emily Mochela (EN): Tel 011 746 8190, Mr. X Kheswa (ES) Tel 011 389 6034, Mr. AA Mdunyelwa (GN): Tel 011 389 6034, Mr. AA Mdunyelwa (GN): Tel 012 846 3507, Ms. Louisa Dhlamini (GW) Tel 011 660 4581, Mr. Patrick Sesane (JS) Tel 011 247 5957, Ms. Ntombi Moyo (SE): Tel 016 440 1748, Ms. Priscilla Ravele (TN): Tel 012 543 1044, Ms. M Van Der Walt (TS) Tel 012 401 6363

POST: DATA CAPTURERS X 7 POSTS
Sub Directorate: Transversal Human Resource Services

**SALARY**: R142 461.00 per annum (Plus Benefits)

**CENTRE**: Gauteng East REF NO: GE2016/09/124 (X 2 Posts); Tshwane West. REF NO: TW2016/09/125 (X 3 Post); Tshwane South REF NO: TS2016/09/126 (X 2 Posts)

**REQUIREMENTS**: Grade 12 or equivalent qualifications and at least relevant experience. Good communication (verbal & written) and interpersonal skills. Ability to work under pressure and meet tight deadline/s. Computer literacy is a necessity.

**DUTIES**: Receive application forms on daily basis. Acknowledgement of receipts of application forms, Sorting, Sifting and packaging of application forms. Record all applications on Data Base system accurately and timeously. Verification of data captured against reports. Assist with queries from applicants. Assist with effective and efficient postal services. Assist with general office administration.

**ENQUIRIES**: Mr. Mpho Leotlela (GE): Tel 011 736 0717, Ms. Salamina Letoaba (TW) Tel No: 011 725 1451, Ms. M Van Der Walt (TS) Tel 012 401 6363

**POST**: DATA CAPTURERS (X 4 POSTS)

Sub Directorate: Education Planning & Information Management

**SALARY**: R142 461.00 per annum (Plus Benefits)

**CENTRE**: Head Office REF NO: HO2016/09/127 (X2); Ekurhuleni South REF NO: ES2016/09/128 (X 1 Post); Sedibeng East, REF NO: SE2016/09/129 (X 1 Post)

**REQUIREMENTS**: Grade 12 or equivalent qualifications and at least relevant experience. Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills and communication skills (verbal and written), administrative, analytical and organizational skills. Ability to work in the Microsoft packages (MS Word, MS Excel, MS PowerPoint and MS Access). Familiar with computerized capturing system. Ability to work under pressure and in a team. Initiative and strict sense of confidentiality.

**DUTIES**: Capture, verify and analyse all relevant related data. Generate Reports. Maintain electronic information data, track and forward referrals. Type documents for other directorates as and when it's required, Manual and electronic filling, committed to meeting standards, ability to learn new skills readily, strong administration skills, and perform administrative duties that will be assigned

**ENQUIRIES**: Ms. Zoleka Khumalo (HO): Tel 011 843 6502, Mr. X Kheswa (ES): Tel 011 389 6034; Ms. Nntombi Moyo (SE): Tel 016 440 1748

**POST**: SENIOR REGISTRY CLERKS: REGISTRY SERVICES X 8 POSTS

Sub Directorate: Financial Administration- Office Service Pool
Sub Directorate: Registry Services

**SALARY**: R 142 461.00 per annum plus benefits

**CENTRE**: Gauteng West (X 3 POSTS), REF NO: GW2016/09/130; Ekurhuleni South (X2 POSTS) REF NO: ES2016/09/131; Sedibeng East REF NO: SE2016/09/132; Tshwane South REF NO: TS2016/09/133 (X 2 Posts)

**REQUIREMENTS**: Grade 12 certificate or equivalent qualification and at least relevant experience. Knowledge of Registry responsibilities. Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.

ENQUIRIES: Ms. Louisa Dhlamini, Tel 011 660 4581 (GW). Mr Xolani Kheswa, Tel 011 389 6034 (ES). Ms Ntombi Moyo, Tel 016 440 1748 (SE), Ms. M Van Der Walt (TS) Tel 012 401 6363.

POST: SENIOR REGISTRY CLERK: ARCHIVES REF NO: HO2016/09/134
Directorate: Auxiliary Services and Fleet Management
Sub Directorate: Archives
SALARY: R 142 461.00 per annum plus benefits
CENTRE: Head Office
REQUIREMENTS: Grade 12 certificate or equivalent qualification and at least relevant experience. Knowledge of Registry responsibilities Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.
ENQUIRIES: Ms. Monica Sampson Tel 011 843 6689

POST: SENIOR REGISTRY CLERK: REGISTRY SERVICES REF NO: HO2016/09/135
Directorate: Auxiliary Services and Fleet Management
Sub Directorate: Registry Services
SALARY: R 142 461.00 per annum plus benefits
CENTRE: Head Office
REQUIREMENTS: Grade 12 certificate or equivalent qualification and at least relevant experience. Knowledge of Registry responsibilities Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.
ENQUIRIES: Ms. Monica Sampson Tel 011 843 6689

POST: SENIOR REGISTRY CLERK REF NO: HO2016/09/136
Chief Directorate: School Support
SALARY: R 142 461.00 per annum plus benefits
CENTRE: Head Office
REQUIREMENTS: Grade 12 certificate or equivalent qualification and at least relevant experience. Knowledge of Registry responsibilities Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.
DUTIES: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for arching and disposal. Ensure that all closed files are listed and

ENQUIRIES: Ms. Natasha Van Schalkwyk, Tel 011 639 8400

POST: SENIOR REGISTRY CLERK: CONDITIONS OF SERVICE X15 POSTS

Sub-Directorate: Transversal Human Resource Service

SALARY: R 142 461.00 per annum plus benefits


REQUIREMENTS: A grade 12 certificate or equivalent qualification and at least Relevant Experience. Knowledge of registry responsibilities, practices as well as the ability to apply legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills. Knowledge of Persal will be added advantage.

DUTIES: Overall administration and management of files in registry e.g. filing of documents, opening and maintaining of files and documents, control receipt of files and update and maintain records. Handle incoming and outgoing correspondence. Render an effective filing and record management services, Operate office machines in relation to the registry function, Process documents for archiving and disposal.

ENQUIRIES: Ms. Emily Mochela (EN): Tel 011 746 8190, Ms. Nntombi Moyo, Tel 016 440 1746(SE), Ms. Erna Rust, Tel 016 594 9207(SW), Mr. Alfred Phaswana, Tel 012 846 3754(GN), Priscilla Ravele, Tel 012 543 1044(TN), Ms. Elizabeth Moloko, Tel 011 666 9109(JE), Mr. Mpho Leotlela, Tel 011 736 0717(GE), Mr. Lizwe Jafta, Tel 011 631 5433 (JW) Mr. Xolani Kheswa, Tel 011 389 6034(ES).

POST: SENIOR REGISTRY CLERK REF NO: HO2016/09/145

Chief Directorate: Examination and Assessments

SALARY: R 142 461.00 per annum plus benefits

CENTRE: Head Office.

REQUIREMENTS: Grade 12 certificate or equivalent qualification and at least relevant experience in record management. Good communication (verbally and written) skills. in depth knowledge of the National Archives and Records Service Act and MISS. Ability to work independently and under pressure as well as writing reports. Knowledge of the records management policy, procedures and manuals. Knowledge of the legislative framework governing records management will serve as an advantage, e.g. the Promotion of Access to information Act.

DUTIES: Responsible for the safekeeping of current, closed and terminated departmental records. Filing and retrieval of departmental records as per the National Archives Act and other prescripts. Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts. Develop and manage all registers utilised by registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and external clients. Implementation of records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing. Recommendation for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Supervise and render effective filing and record management service. Ensuring provision of messenger services to the regional office. Compile management reports with regards to record
management. Ensuring proper use of the franking machine. Management of messenger services to the regional office including Head Office in order to maintain uniformity of records keeping within the department.

**ENQUIRIES**: Ms. Rene Vermaak, Tel 011 355 0866.

**POST** : SENIOR REGISTRY CLERK REF NO: HO2016/09/146

**SALARY** : R 142 461.00 per annum plus benefits

**CENTRE** : Head Office.

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification and at least relevant experience. An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) will be added as advantage. Knowledge of Registry responsibilities, practices as well as the ability to capture data and operate computer. Knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PFMA, and Treasury regulation. Good communication skill both verbally and written. Ability to work in a team.

**DUTIES** : Provide registry service. Provide registry counter services, handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal. Reply to queries and compile / type correspondence. Provide administration support and assist in logistical arrangements for meeting/ workshop events.

**ENQUIRIES** : Ms. Prudence Mkhumbuzi, Tel 011 355 0121.

**POST** : SENIOR REGISTRY CLERK REF NO: HO2016/09/147

**Directorate**: Early Childhood Development

**SALARY** : R 142 461.00 per annum plus benefits

**CENTRE** : Head Office. ECD Norwood

**REQUIREMENTS** : Grade 12 certificate or equivalent qualification and at least relevant experience. Knowledge of Registry responsibilities. Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.


**ENQUIRIES** : Ms. Phumelele Tloubatla Tel 011 728 7151.

**POST** : SENIOR DATA TYPIST X 3 POSTS

**Sub Directorate**: Finance and Administration

**Section**: Office Service Pool

**SALARY** : R 142 461.00 per annum plus benefits

**CENTRE** : Ekurhuleni South REF NO: ES2016/09/148; Sedibeng East REF NO: SE2016/09/149; Sedibeng West REF NO: SW2016/09/150

**REQUIREMENTS** : Grade 12 Certification or equivalent qualification and at least relevant experience. Ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills.

**DUTIES** : Capturing data within the relevant time frame, check captured data for consistency and accuracy. Follow-up on incomplete information, verify and correct data for accuracy. Submission of monthly reports using the correct templates. Exporting of data to the relevant offices within the set due date. Have the ability to assist in other administration duties as allocated by
Supervisor

ENQUIRIES: Mr. Xolani Kheswa Tel 011 389 6034 (ES). Ms. Erna Rust, Tel 016 594 9207 (SW). Ms. Nntombi Moyo, Tel 016 440 1748 (SE).

POST: SENIOR REGISTRY CLERK; REF NO: HO2016/09/151
Directorate: Educator Training and Special Projects
SALARY: R 142 461.00 per annum plus benefits
CENTRE: Head Office.

DUTIES: Efficient running of the registry office. Open post and parcels. Accurate filling of all correspondence on the daily basis. Open and close files. Assist with the execution of functions attached to the registry office. Maintain a register of documents received and delivered. Order stationery. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related queries on the daily basis, in accordance with Batho Pele Principles.

ENQUIRIES: Mr. Moshe Makoka, Tel 011 355 0139.

POST: SENIOR ADMIN CLERK REF NO: HO2016/09/152 X 2 POSTS
Directorate: Dispute Management
SALARY: R142 461.00 per annum (Plus Benefits)
CENTRE: Head Office.
REQUIREMENTS: Grade 12 or equivalent qualifications and at least relevant experience. Knowledge of Labour Relations processes, PFMA, Batho pele principals, Treasury Regulations. Thorough understanding of Public Service and Educational environment. Computer literacy skills, administrative, analytical, planning and organizational skills. Communication skills - (verbal and written) use frequently.

DUTIES: Provide support in performance the Director’s duties, Implement and manage appropriate and adequate administration systems and processes within the office of the Director. Coordinate discipline, appeals, grievance and dispute management plans. Follow-up on reports and make submissions. Records decisions taken during meetings and ensure that reports are received and sent out on time. Analyse the reports.

ENQUIRIES: Head Office- Mr. Patrick Selowa, Tel No: (011) 355 1505

POST: ADMINISTRATIVE CLERK; TALENT MANAGEMENT AND INNOVATION REF NO: HO2016/09/153
Directorate: Talent Management and Innovation
SALARY: R142 461.00 per annum (Plus Benefits)
CENTRE: Gauteng City Region Academy (GCRA)
REQUIREMENTS: Grade 12 or equivalent qualifications and at least relevant experience in rendering administration, policy and research support. Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Knowledge of Batho Pele principles, policy development and research.

DUTIES: Responsible for handling of confidential documents. Performance of administrative tasks such as taking minutes, typing of correspondence such
as reports, letters and internal memos. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Maintain an electronic and manual records keeping system for project reports. Coordinate talent management projects.

ENQUIRIES : Mr Erick Molapo Tel: 011 556 9000

POST : SENIOR ADMIN CLERK REF NO: HO2016/09/154
Directorate: Psycho Social Support

SALARY : R142 461. 00per annum (Plus Benefits)
CENTRE : Head Office

REQUIREMENTS : Grade 12 or equivalent qualifications and at least relevant experience in office administration. An understanding of the Psycho Social Support Services. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy (packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc).Valid driver's license. Ability to work in a team and independently. Willingness to occasionally work after hours when need arises.

DUTIES : Overall management of the office administration functions. Receiving visitors. 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/events. Assisting the office with tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management. Reply to queries, compile/type correspondence, documentation, faxing, scanning and photocopying.

ENQUIRIES : Head Office- Ms. Puleng Motaung Tel No: (011) 355 0842

POST : SENIOR ADMIN CLERK REF NO: HO2016/09/155 X 2 Posts
Directorate: School Nutrition

SALARY : R142 461. 00per annum (Plus Benefits)
CENTRE : Head Office

REQUIREMENTS : Grade 12 or equivalent qualifications and at least relevant experience in financial field. Ability in understanding financial policies and prescriptions. Computer literate MS Office software packages. Knowledge of PFMA and Treasury Regulations. Good communications skills both writing and verbal. Ability to effectively function as part of a team. Be able to work shift and under pressure. A valid driver's license.

DUTIES : Overall management of the office administration functions. Receiving visitors and 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/events. Assisting the office with tasks within agreed framework, including minutes taking. Assist with the compilation of office budget and document management. Reply to queries, compile/type correspondence, documentation, faxing, scanning and photocopying.

ENQUIRIES : Head Office- Mr. Lucas Makena Tel No: (011) 355 0357

POST : SENIOR ADMIN CLERK X 14 POSTS
Directorate: Security Services & Safe School Management
Section: Safe School Management
SALARY: R142 461 per annum plus benefits


REQUIREMENTS: A Grade 12 certificate or equivalent qualification at least relevant experience. Knowledge of legislative framework, PFMA, procurement procedures and policies in the Public Sector. Good interpersonal skills and communication skills (verbal and written). Computer literacy (Microsoft Office Package; Word, Outlook, PowerPoint, Excel), administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES: Provide administrative and support function to the Directorate. Prepare documentation for meetings; Coordinate the flow of information to and from all relevant stakeholders; Manage and ensure efficient logistical arrangements for meetings; Adequate filling management and maintenance; Prepare reports, letters and memos; Minute taking in meetings; ensure discreet confidentiality on security matters

ENQUIRIES: Mr. Zondi Nkuna, Tel No: (011) 355 0019

POST: SENIOR ADMIN CLERK: SPECIAL PROJECTS X 2 POSTS

SALARY: R142 461 per annum plus benefits

CENTRE: Johannesburg East REF NO: JE2016/09/170; Tshwane South REF NO: TS2016/09/171

REQUIREMENTS: A Grade 12 certificate or equivalent qualification at least relevant experience. Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.


ENQUIRIES: Ms. Elizabeth Moloko (JE), Tel No: (011) 666 9109, Ms. M Van Der Walt (TS) Tel 012 401 6363.

POST: SENIOR ADMIN CLERK X 4 POSTS

SALARY: R142 461 per annum plus benefits

REQUIREMENTS: A Grade 12 certificate or equivalent qualification at least relevant experience. 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. Knowledge of storage and retrieval procedures. Understanding of Legislative Frameworks, computer skills. Good communication skill both verbally and written. Ability to work in a team. Good interpersonal skills.

ENQUIRIES: (GN) District: Mr. LA Phaswana, Tel No: (012) 846 3754, (JE) District: Ms. Elizabeth Moloko, Tel No: (011) 666 9109, (JC) District: Mr. Rendani Nemukula, Tel No: (011) 983 2231; Ms. M Van Der Walt (TS) Tel 012 401 6363.