ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF EDUCATION

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,

DISTRICT EKURHULENI SOUTH [ES]: Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Alberton Meyersdal, 1450 ALBERTON Enquiries: Ellen Raphoto TEL: (011) 389-6034,

DISTRICT 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, Berrtsaham, 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 Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nellisiwe Mashazi: TEL: (011) 694 9378,

DISTRICT JOHANNESBURG SOUTH [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: 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 Jafita: TEL: (011) 831-5433,

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

DISTRICT SEDIBENG WEST [SW]: Physical Address: Sebokeng College 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 Ravele 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: 18 March 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.
POST 09/71: SENIOR ADMIN OFFICER REF NO: JW2016/03/01
Directorate: Education Operations and Support

SALARY: R243 747 per annum
CENTRE: Johannesburg West District
REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) in Information systems operation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of relevant policies, procedures and legislative frameworks in public sector. Excellent Computer skills (Microsoft package). Good interpersonal skills and communication skills (Verbal and written). Administrative, analytical and organizational skills. Supervisory skills. Ability to work under pressure and in a team.

DUTIES: Proper keeping of records and databases. Gather and process information. Functions such as filing, recording and compiling of minutes meetings, report writing and handling incoming and outgoing correspondence and telephone calls. Supervise Staff. Convert system data into usable information. Manage the District information system, collate monthly and quarterly reports. Manage annual surveys. Manage the training and implementation of SA-SAMS. Co-Ordinate the use and acquisition of I.T for the District.

ENQUIRIES: Mr Lizwe Jafta, Tel (011) 831 5433

POST 09/72: SENIOR PROVISIONING ADMIN OFFICER REF NO: TW2016/03/02
Directorate: Provisioning & Admin for Institutions

SALARY: R243 747 per annum
CENTRE: Tshwane West District
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. Leave management. Conduct random inspections of all areas allocated to the Support staff. Monitor cleaning. 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. Inventory management. Waste Paper Management. PMDS evaluation. Registry And Photocopying Machine Management. Ensure that the meter readings are captured and verified on a monthly basis. Manage bulk printing. Compile reports. Compile the Operational and Procurement Plan for the unit. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan.

ENQUIRIES: (TW) Ms. Salamina Letoaba, Tel (012) 725 1451

POST 09/73: CHIEF TYPIST 2 POSTS
Sub Directorate: Finance and administration
Section: Office Service Pool

SALARY: R196 278 per annum
CENTRE: Johannesburg West REF NO: JW2016/03/03
Johannesburg East REF NO: JE2016/03/04
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.


ENQUIRIES: (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
POST 09/74 : PRINCIPAL PERSONNEL OFFICER REF NO: JE2016/03/05
Sub Directorate: Transversal HR Services
Section: Condition of Services

SALARY : R196 278 per annum
CENTRE : Johannesburg East District
REQUIREMENTS :
An appropriate recognized tertiary qualification or equivalent plus relevant plus
between 2 to 3 years’ experience or Grade 12 or equivalent with more than 10
years in a Human Resources environment. Experience should include experience
of conditions of service, appointments, termination of service etc. Knowledge and
understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent
communication (verbal and written) and interpersonal skills. Ability to work under
pressure, use PERSAL and to provide advisory support to business units.
Computer literacy in MS Excel, MS Word, MS Access and MS Outlook. A valid
South African driver’s license is an added advantage

DUTIES :
Responsible for supervision of Condition of Service functions: appointments,
promotions, transfers termination of services, payment of pension benefits
recognition of qualification, leave, etc. Revise and approve transactions on
PERSAL. Compile submissions. Manage projects as identified. Supervise
performance management and training of subordinate(s) to ensure a high level of
service delivery to line functionaries and clients. Prepare and provide statistics and compile reports.
Ensure adherence to effective implementation of HR Policies, Regulations and
Acts.

ENQUIRIES :
Ms Elizabeth Moloko, Tel (011) 666 9109

POST 09/75 : CHIEF PROVISIONING ADMIN CLERK 2 POSTS
Sub Directorate: Finance and administration
Unit: Provisioning and Administration

SALARY : R196 278 per annum
CENTRE : Johannesburg South REF NO: JS2016/03/06, Johannesburg East REF NO:
JE2016/03/07
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,
PPPFA, 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
perform routine tasks. Ability to operate computer (both hardware and software).
Interpersonal relations. Problem solving. Maintaining discipline. 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 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 (Filing, 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:
(JS) Mr. Patrick Sesane, Tel (011) 247 5700
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/76: CHIEF ACCOUNTING CLERK REF NO: SW2016/02/08
Directorate: Finance & Administration
Unit: Financial Administration

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Sedibeng West District
REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQFL L6) -plus 3 years’ relevant experience. Grade 12 with accounting – plus 6 years’ relevant experience. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector., Knowledge of Persal, Bas, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver’s license.

DUTIES: Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against Persal. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. PMDS and Leave Administration. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly, monthly and quarterly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Director duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

ENQUIRIES:
Ms. Erna. Rust. Tel. No: (016) 594 9207

POST 09/77: CHIEF ADMINISTRATIVE CLERK REF NO: SW2016/03/09
Directorate: Finance & Administration
Unit: Provisioning and Administration for Institutions

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Sedibeng West District
DUTIES: Monitoring Of School Municipal Accounts for Non-Section 21. Monitor payment of services by None-S21 schools and provide reports to ASD and HO. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 and non-section 21 schools function. Ensure that schools comply with Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. PMDS and Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Provide training to staff on administration procedures and processes. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly, monthly and quarterly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Senior Admin Office/Senior Provisioning Admin Officer duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits.

ENQUIRIES: Ms. Erna. Rust. Tel. No: (016) 594 9207

POST 09/78: SENIOR ADMIN CLERK 4 POSTS
Sub Directorate: Circuit Management & Support

SALARY: R132 399 per annum
CENTRE: Tshwane West (3 Posts) REF NO: TW2016/03/11
Ekurhuleni North REF NO: EN2016/03/12

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: (TW) Ms. Salamina Letoaba, Tel (011) 012 725 1451
(EN) Ms. Emily Mochela, Tel (011) 746 8190

POST 09/79: SENIOR PROVISIONING ADMIN CLERK 7 POSTS
Sub Directorate: Finance and administration
Section: Finance and Procurement

SALARY: R132 399 per annum
CENTRE: Johannesburg West (2 POSTS) REF NO: JW2016/03/13
Johannesburg North (2POSTS) REF NO: JN2016/03/14
Johannesburg East REF NO: JE2016/03/15
Tshwane South (X 2 POSTS) REF NO:TS2016/03/16

REQUIREMENTS: Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL, BAS, PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector. Leadership, management and conflict Resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.

DUTIES: Provide administration support to the unit. Checking for compliance to both Departmental and provincial policies and procedures in terms of provisioning. Coordinate and facilitate the administrative support to the institutions and IDSO. Support the Director and other Heads of unit in the execution of their functions in terms of the relevant legislative imperatives (SASA, PFMA, PPPFA, etc)..<br>

ENQUIRIES: (JW) Mr. Lizwe Jaffa, Tel (011) 831 5433
(JN) Ms. Nelisiwe Mashazi, Tel (011) 694 9300
POST 09/80 : SENIOR PROVISIONING ADMIN CLERK
Sub Directorate: Finance and administration
Section: Office Service Pool

SALARY : R132 399 per annum
CENTRE : Johannesburg West (X 3 POSTS) REF NO: JW2016/03/17
Johannesburg East REF NO: JE2016/03/18 (X 3 POSTS)

REQUIREMENTS : A grade 12 certificate or equivalent qualification Applications with Prior Learning, either by means of experience or Alternative courses may also apply. 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.


ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/81 : RECEPTIONIST REF NO: TS2016/03/19
Sub Directorate: Finance and Administration
Section: Office Service Pool

SALARY : R132 399 per annum plus benefits
CENTRE : Tshwane South District

REQUIREMENTS : Grade 12 or equivalent with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. Ability to work independently and under pressure.

DUTIES : Management of incoming and outgoing correspondence. Delivery and of documents. 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. Ensure that the tracking grid is updated and produce report on same. Provide administrative support to the office.

ENQUIRIES : (TS) Ms. Margie Van Der Walt Tel 012 401 6363

POST 09/82 : SENIOR PROVISIONING ADMIN CLERK X 2 POSTS REF NO: JE2016/03/20
Sub Directorate: Finance and administration
Section: Provisioning and Administration

SALARY : R132 399 per annum
CENTRE : Johannesburg East

REQUIREMENTS : A grade 12 certificate or equivalent qualification Applications with Prior Learning, either by means of experience or Alternative courses may also apply. 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.


ENQUIRIES : (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
(TS) Ms. Margie van der Walt, Tel (012) 401 6363

POST 09/83 : SENIOR ACCOUNTING CLERK: CASHIER 5 POSTS
Sub Directorate: Finance and administration
Section: Finance and Procurement

**SALARY**: R132 399 per annum

**CENTRE**:
- Johannesburg West REF NO: JW2016/03/10
- Johannesburg East REF NO: JE2016/03/21
- Ekurhuleni South REF NO: ES2016/03/22
- Sedibeng West REF NO: SW2016/03/23
- Tshwane South REF NO: TS2016/03/52

**REQUIREMENTS**:
- A Grade 12 certificate with Accounting or equivalent qualification. Applications with Prior Learning, either by means of experience or Alternate courses may also apply. Knowledge of PFMA and Treasury regulations, Supply Chain Management procedures and other Legislative frameworks applicable to Public Sector. Good interpersonal skills and communication skills (verbal and written), Conflict Resolution Skills, organizational and interpersonal skills. Computer Literacy (MS Excel, MS Word, MS Office). Ability to work under pressure and long hours during audit process. A driver’s license will be added advantage.

**DUTIES**:
- Issuing and allocate of official receipts for all cash received on daily basis.
- Deposit all money collected as per prescribed on daily basis. Capture receipts On daily basis. Issue and replenish petty cash as per prescribed according to Financial regulations. Reconcile and replenish cash book monthly. Compile and Forward receipts and deposit slips to Head Office for capturing BAS. Maintain a Comprehensive filling system for all documentation. Attend to all verbal and Written enquiries regarding safe keeping and depositing of state money.

**ENQUIRIES**:
- (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
- (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
- (ES) Ms. Nosimelo Hlatshwayo, Tel (011) 389 6004
- (SW) Ms. Erna. Rust. Tel. No: (016) 594 9207
- (TS) Ms Margie Van der Walt Tel no: 012 401 6363

**POST 09/84**

**SENIOR ACCOUNTING CLERK: PAYMENT CLERK 4 POSTS**

Sub Directorate: Finance and administration
Section: Finance and Procurement

**SALARY**: R132 399 per annum

**CENTRE**:
- Johannesburg West (X 2 Posts) REF NO: JW2016/03/24
- Johannesburg East REF NO: JE2016/03/25
- Ekurhuleni South REF NO: ES2016/03/26

**REQUIREMENTS**:
- Senior certificate plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses. Minimum of two (2) years’ experience for the posts, Communication skills (verbal and written). Knowledge of PERSAL, BAS, and Microsoft systems. Treasury Regulations process.

**DUTIES**:
- Compile and Process supplier invoices. Participate in all supplier payment are paid within 30 days. Participate the daily tracking of all payments. Participate the compiling of sundry payment. Improving of customer. Participate Co-ordinate and complete Accounts Payable processes. Allocate payments on the web cycle, Resolve all supplier payment queries, Adhere to Accounts Payable internal controls

**ENQUIRIES**:
- (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
- (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
- (ES) Ms. Nosimelo Hlatshwayo Tel. No: (011) 389 6004

**POST 09/85**

**SENIOR ADMIN CLERK: TRANSPORT REF NO: TS2016/03/27**

Sub-Directorate: Finance & Administration
Section: Office Service Pool

**SALARY**: R132 399 per annum (Plus Benefits)

**CENTRE**:
- Tshwane South District

**REQUIREMENTS**:
- A grade 12 certificate or equivalent qualification Applications with Prior Learning, either by means of experience or alternative courses may also apply. Knowledge of 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. Transport administration experience will be an added advantage. A valid driver’s license.

**DUTIES**:
- Execute daily office record keeping. Store and retrieve information and Documents. Control trip authorities, ensure that drivers are in possession of Valid
drives license. Compile monthly statistics. Ensure history files of vehicles are kept up to date. Reporting any defaults and mechanical problems. Compilation of management reports and statistics.

ENQUIRIES

(TS) Ms. Margie Van Der Walt Tel No: Tel 012 401 6363

POST 09/86

SENIOR DATA TYPIST REF NO: JE2016/03/28

Sub Directorate: Finance and administration
Section: Finance and Procurement

SALARY

R132 399 per annum

CENTRE

Johannesburg East

REQUIREMENTS

Grade 12 or Grade 10 with relevant experience between 5 to 10 years. Practices as well as the 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

(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109

POST 09/87

SENIOR TELECOM OPERATOR 2 POSTS

Sub Directorate: Finance and administration
Section: Office Service Pool

SALARY

R132 399 per annum

CENTRE

Johannesburg West REF NO: JW2016/03/29, Tshwane North REF NO: TN2016/03/30

REQUIREMENTS

A grade 12 Certificate or equivalent qualification. Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principles process.

DUTIES

Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to the relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorized Identify and report telephone faults to the supervisor.

ENQUIRIES

(JW) Mr. Lizwe Jafta, Tel (011) 831 5433

(TN) Ms. Priscilla Ravele, Tel (011) 543 1044

POST 09/88

SENIOR ADMIN CLERK (X3 POSTS) REF NO: HO2016/03/31

Directorate: Public Ordinary School

SALARY

R132 399 per annum

CENTRE

Head Office

REQUIREMENTS

Senior certificate or equivalent qualification plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of Procurement procedures and other legislative frameworks applicable in the public sector. Good interpersonal skills and communication skills (verbal and written). Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team.

DUTIES

Reply to queries, compile/type correspondence, documentation, faxing and photocopying. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.

ENQUIRIES

(HO) Ms. Mmule Madonsela, Tel (011) 355 0871

POST 09/89

SENIOR REGISTRY CLERK X2 POSTS REF NO: HO2016/03/32

Directorate: Auxiliary Services and Fleet Management
Unit: Registry Services

SALARY

R132 399 per annum

CENTRE

Head Office
REQUIREMENTS: Grade 12 or equivalent qualification. 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: (HO) Ms. Monica Sampson, Tel (011) 843 6689

POST 09/90: SENIOR ADMIN CLERK REF NO: HO2016/03/33
Sub Directorate: Special projects

SALARY: R132 399 per annum
CENTRE: Gauteng East

REQUIREMENTS: Grade 12 or equivalent qualification. 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: (HO) Mr. Mpho Leotlela (011) 736-0717

POST 09/91: SENIOR PROVISIONING ADMIN CLERK 4 POSTS
Sub-Directorate: Finance and Procurement

SALARY: R132 399 per annum (Plus Benefits)
CENTRE: Gauteng North REF NO: GN2016/03/34 (3 POSTS) and Sedibeng West REF NO: SW2016/03/35

REQUIREMENTS: Senior certificate plus relevant years of experience. Applications with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL, BAS, PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applications to the Public Sector. Leadership, management and conflict Resolution skills. Communication skills (Written & Verbal), organizational and interpersonal. Computer literacy and ability to work under pressure long hours during audit process.

DUTIES: Provide administration support to the Unit. Checking for compliance to both Departmental and Provincial policies and procedures in terms of Procurement. Reconcile supplier’s accounts and records. Procurement of all Goods and Services. Placement of orders on the SRM and P-Card system. Verify goods delivery with end-users. Compile GRV, secure necessary approvals and delegations for processing and then submit to Financial Administration Unit. Resolve queries from suppliers. Support the Director and other Heads of Units in the executions of their functions in terms of the relevant legislative imperatives (PFMA, PPPFA, SCM and Treasury Regulations). Maintain District Procurement Plans for planning and process purposes.

ENQUIRIES: (GN) Mr. Alfred Phaswana. Tel No (011) 846 3641
(SW) Ms. Erna. Rust. Tel. No: (016) 594 9207

POST 09/92: SENIOR ADMIN CLERK 2 POSTS
Sub-Directorate: Finance & Administration
Unit: Provisioning for Administration and Institutions

SALARY: R132 399 per annum (Plus Benefits)
CENTRE: Sedibeng West REF NO: SW2016/03/36
Gauteng North REF NO: GN2016/03/37
REQUIREMENTS : A Grade 12 certificate or equivalent qualification. Applications with Prior Learning, either by means of experience or Alternate courses may also apply. Knowledge of 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 (MS Excel, MS Word, MS Office). A driver’s license will be added advantage.

DUTIES : Provisioning of goods and services. Procurement and accounting for all Goods and Services. Provisioning of administrative support for self-managing schools. Management of assets at schools. Respond to Audit queries. Manage efficient systems in respect of expenditure by schools and payment of services to various Institutions by Head Office.

ENQUIRIES : Ms. Erna. Rust. Tel. No: (016) 594 9207

POST 09/93 : SENIOR MACHINE OPERATOR 2 POSTS
Sub Directorate: Finance and administration
Unit: Office Service Pool

SALARY : R78 156 per annum
CENTRE : Johannesburg West REF NO: JW2016/03/38, Johannesburg East REF NO: JE2016/039

REQUIREMENTS : Abet (level 1-3) with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Good verbal and written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy process.

DUTIES : Bulk printing, capturing of meter reading. Record keeping, reporting of malfunctioning of photocopy machine. Distribute photo copy material accordingly. Binding, management of the stock room and maintenance of the photocopy machine.

ENQUIRIES : Mr Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
(TS) Ms. Margie van der Walt, Tel (012) 4016363

POST 09/94 : DRIVER/MESSANGER 3 POSTS
Sub Directorate: Finance and administration
Unit: Office Service Pool

SALARY : R110 739.00 per annum
CENTRE : Johannesburg West REF NO:JW2016/03/43
Johannesburg East REF NO:JE2016/03/44
Tshwane South REF NO:TS2016/03/45

REQUIREMENTS : Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage.

DUTIES : Provide driver’s services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
(JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
(TS) Ms. Margie van der Walt, Tel (012) 4016363

POST 09/95 : DRIVER/ MESSENGER 2 POSTS REF NO: HO2016/03/46
Directorate: Asset Management

SALARY : R110 739 per annum plus benefits
CENTRE : Pretoria

REQUIREMENTS : Grade 10 or AET Certificate with relevant experience between 3 to 5 years. Applicants with prior learning, either by means of experience or alternative courses may also apply. Valid code 10-14 driver's license with (PDP). 0-2 years' experience in rendering driving support services, good communication skills (verbal & written), sound organisational skills and high level of reliability. Knowledge of assets regulations. Working knowledge of the procedures to perform messenger functions and routine office support functions

DUTIES : Collect and deliver documents within the Department and other institutions. Perform courier driver duties if and when required. Deliver furniture and other
stores to the Institutions, Districts & Head Office. Routine maintenance on the allocated vehicles/ trucks and reports defects. Complete log books with regard to the vehicle/ truck and the goods carried. Record all goods to be packed and delivered ( quality & quantity) Assist in Registry within the Sub-directorate. Render messenger services for the sub-directorate. messenger services within the Department.

ENQUIRIES : Mr. MM Tel 012 379 2131

POST 09/96 : DRIVER/MESSENGER REF NO: HO2016/03/47
Sub Directorate: e-Learning

SALARY : R110 739 per annum (Plus Benefits
CENTRE : Head Office
REQUIREMENTS : Grade 10 or equivalent with 3 -5 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Excellent verbal and written communication skills. Good inter-personal relations skills. In possession of a valid driver's license. Ability to work independently and under pressure. PDP served as added advantage. ICT and Document Management skills.

DUTIES : Provide driver’s services. Management of incoming and outgoing correspondence. Delivery and collection of documents and assets at all levels within the Department. Tracking of documents that were delivered and/or collected. Provide administrative support to the office.

ENQUIRIES : Ms. Mashudu Masikhwa. Tel. No: (011) 355 0545

POST 09/97 : GENERAL ASSISTANT REF NO: HO2016/03/48
Directorate: Asset Management

SALARY : R78 156.00per annum (Plus Benefits
CENTRE : Pretoria Warehouse
REQUIREMENTS : AET Level 1-3 with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors. Performing landscaping, gardening and general maintenance duties.

ENQUIRIES : Ms. MM Machoha. Tel No: (012 379 2131)

POST 09/98 : CLEANER 3 POSTS REF NO: HO2016/03/49
Directorate: Library Service & LTSM

SALARY : R78 156 per annum (Plus Benefits
CENTRE : Pretoria
REQUIREMENTS : AET Level 1-3 with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors. Performing landscaping, gardening and general maintenance duties.

ENQUIRIES : Ms. MM Machoha. Tel No: (012 379 2131)

POST 09/99 : GENERAL ASSISTANT REF NO: HO2016/03/50
Directorate: ECD

SALARY : R78 156 per annum (Plus Benefits
CENTRE : Norwood
REQUIREMENTS : AET Level 1-3 with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and Written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.

DUTIES : Clean the interior of buildings, dust and polish furniture, pick up rubbish, empty garbage containers and take content to waste arrears for removal. Vacuum and
clean carpets, curtains and floors, wash windows, wash ablution facilities remove dust and dirt from ceilings, walls, overhead pipes and fixtures, sweep floors. And report any defects.

ENQUIRIES : Ms. Phumelela Tloubatla. Tel No: (011) 728 7151

POST 09/100 : GENERAL ASSISTANT
Sub Directorate: Finance and administration
Unit: Office Service Pool

SALARY : R78 156 per annum
CENTRE : Johannesburg West REF NO: JW2016/03/40
          Johannesburg South REF NO: JS2016/03/41 (3 Posts)
          Tshwane South (X 2POSTS) REF NO: TS2016/03/42

REQUIREMENTS : Abet (level 1-3) with 1-3 years of relevant experience. Extensive knowledge and understanding of Batho Pele principles. Verbal and written communication skills. Good inter-personal relations skill. Ability to work independently, and must be physically healthy.


ENQUIRIES : (JW) Mr. Lizwe Jafta, Tel (011) 831 5433
           (JS) Mr. Patrick Sesane, Tel (011) 247 5989
           (JE) Ms. Elizabeth Moloko, Tel (011) 666 9109
           (TS) Ms. Margie van der Walt, Tel (012) 4016363