POST: SENIOR EDUCATION SPECIALIST: MATHEMATICS (X 3 POSTS)
DIRECTORATE: Co-ordination of Learning Implementation
SECTION: Early Childhood Development
SALARY: R297 705.00 per annum (Plus Benefits)
REF. NUMBER: GW: 1412001 (A/B/C)
CENTRE: Gauteng West

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

DUTIES: Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Mathematics Subject throughout the District; Coordination of the implementation of the School based and external assessment. Mediation of National and Provincial policies. Capacity building programmes for Head of Departments and teachers. Development and implementation of appropriate strategic intervention programmes for Mathematics. Development of learning and teaching support materials; Ability to work independently and as a member of the team. Ability to effectively support Head of Departments and teachers in the delivery of mathematics in the classroom. Establish and support Professional Learning Communities and subject committees. Collect and maintain data on learner performance and resources and assist schools with target setting and intervention programmes. Monitor learner performance and identify and implement interventions. Crafting of programme and project reports; reporting to DCES for ECD.

ENQUIRIES: Ms. Louisa Dhlamini Tel: 011 660 4581
POST: SENIOR EDUCATION SPECIALIST: MATHEMATICS
DIRECTORATE: Coordination of Learning Implementation
SECTION: Senior Phase
SALARY: R297 705.00 per annum (Plus Benefits)
CENTRE: GW Ref NO: GW: 1412002 (A/B) (X2 POSTS); ES Ref NO: ES: 1412003 (A/B) (X2 POSTS); JC Ref NO: JC: 1412004 (A/B) (X2 POSTS); TW Ref NO: TW: 1412005

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in Cluster and schools. Knowledge and understanding of the following policies; Assessment, Language in Education, Education White paper 6, and e-Learning; Proven experience in managing people and projects; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Mathematics. SACE registration certificate. A Valid driver’s license ; Certified copies (not more than 6 months old) of identity Document ; Drivers licence and relevant qualifications.

DUTIES: Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Mathematics Subject throughout the District; Coordination of the implementation of the School based and external assessment. Mediation of National and Provincial policies. Capacity building programmes for Head of Departments and teachers. Development and implementation of appropriate strategic intervention programmes for Mathematics. Development of learning and teaching support materials; Ability to work independently and as a member of the team. Ability to effectively support Head of Departments and teachers in the delivery of mathematics in the classroom. Establish and support Professional Learning Communities and subject committees. Collect and maintain data on learner performance and resources and assist schools with target setting and intervention programmes. Monitor learner performance and identify and implement interventions. Crafting of programme and project reports; reporting to DCES for Senior Phase.

ENQUIRIES: (GW) Ms. Louisa Dhlamini Tel: 011 660 4581
(ES) Ms. E. Raphoto Tel: 011 389 6034
(JC) Mr. R. Nemukula Tel: 011 983-2231
(TW) Ms. SM. Letoaba Tel: 012 725 1451
POST: SENIOR EDUCATION SPECIALIST: MATHEMATICS
DIRECTORATE: Co-ordination of Learning Implementation
SECTION: FET
SALARY: R297 705.00 per annum (Plus Benefits)
CENTRE: GW Ref NO: GW: 1412006 (X2 POSTS); JC Ref NO: JC: 1412007

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding of the National Curriculum Statement (NCS) - CAPS for Further Education and Training (FET). Evidence of experience in managing curriculum support and intervention programmes in Cluster and schools. Knowledge and understanding of the following policies; Assessment, Language in Education, Education White paper 6, and e-Learning; Proven experience in managing people and projects; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Mathematics. SACE registration certificate. A Valid driver’s license ; Certified copies (not more than 6 months old) of identity Document ; Drivers licence and relevant qualifications.

DUTIES: Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Mathematics Subject throughout the District; Coordination of the implementation of the School based and external assessment. Mediation of National and Provincial policies. Capacity building programmes for Head of Departments and teachers. Development and implementation of appropriate strategic intervention programmes for Mathematics. Development of learning and teaching support materials; Ability to work independently and as a member of the team. Ability to effectively support Head of Departments and teachers in the delivery of mathematics in the classroom. Establish and support Professional Learning Communities and subject committees. Collect and maintain data on learner performance and resources and assist schools with target setting and intervention programmes. Monitor learner performance and identify and implement interventions. Crafting of programme and project reports; reporting to DCES for Further Education and Training.

ENQUIRIES: (GW) Ms. Louisa Dhlamini Tel: 011 660 4581
: (JC) Mr. R. Nemukula Tel: 011 983-2231
POST: SENIOR EDUCATION SPECIALIST: MATHEMATICS
DIRECTORATE: Co-ordination of Learning Implementation
SECTION: Intermediate Phase
SALARY: R297 705.00 per annum (Plus Benefits)
CENTRE: ES Ref NO: ES: 1412008; JC Ref NO: JC: 1412009

REQUIREMENTS: An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding of the National Curriculum Statement (NCS) - CAPS for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in Cluster and schools. Knowledge and understanding of the following policies; Assessment, Language in Education, Education White paper 6, and e-Learning; Proven experience in managing people and projects; A good understanding of Matrix management; Computer literate in Word, Power Point and Excel programmes; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Mathematics. SACE registration certificate. A Valid driver’s license ; Certified copies (not more than 6 months old) of identity Document ; Drivers licence and relevant qualifications.

DUTIES: Coordination of the implementation of curriculum and assessment frameworks and providing leadership in Mathematics Subject throughout the District; Coordination of the implementation of the School based and external assessment. Mediation of National and Provincial policies. Capacity building programmes for Head of Departments and teachers. Development and implementation of appropriate strategic intervention programmes for Mathematics. Development of learning and teaching support materials; Ability to work independently and as a member of the team. Ability to effectively support Head of Departments and teachers in the delivery of mathematics in the classroom. Establish and support Professional Learning Communities and subject committees. Collect and maintain data on learner performance and resources and assist schools with target setting and intervention programmes. Monitor learner performance and identify and implement interventions. Crafting of programme and project reports; reporting to DCES for Intermediate Phase.

ENQUIRIES: (ES) Ms. E. Raphoto Tel: 011 389 6034
                                   (JC) Mr. R. Nemukula Tel: 011 983-2231
POST: SENIOR ADMIN OFFICER: (X 3 POSTS)
DIRECTORATE: Procurement
SALARY: R227 802.00 per annum (Plus Benefits)
REF. NUMBER: 14120010
CENTRE: Head Office

REQUIREMENTS: Grade 12 with more than 5 years’ experience plus relevant certificates. Good understanding of Supply Chain Management, Policies and Procedures. Computer literacy especially Ms Word and Ms Excel. Knowledge of SAP will be an added advantage.

DUTIES: Service measured against SLA timeframes, releasing PO as per delegated amounts Resolving queries, responding on SRM, influence the achievement of the GPG spend targets of HDI, Women, Youth and PWD, increase customer satisfaction survey target of 80%, recording of queries received and resolved, extract and analyse production reports. Manual and electronic, proper record keeping, maintenance of non-conformances. Follow –ups and correction of SLA. Filing of PO’s.

ENQUIRIES: Ms. N. Tshabalala Tlali Tel: 011 355 0162

POST: SENIOR ADMIN OFFICER: REQUEST FOR PROPOSAL
DIRECTORATE: Procurement
SALARY: R227 802.00 per annum (Plus Benefits)
REF. NUMBER: 14120011
CENTRE: Head Office

REQUIREMENTS: Grade 12 plus National Diploma in Finance/ Supply Chain Management or Grade 12 / Standard10 (matric) plus more than 5 years’ experience. Knowledge of SAP, BAS, PFMA, PPPFA, Treasury Regulations, provisioning procedures, and other legislative frameworks applicable to the Public Sector is very important. Leadership, management, conflict resolution and communication skills (written and verbal). Have computer skills and ability to work under pressure.

DUTIES: To analyze submissions and Terms of Reference from GDE end-users and quality assure them for Departmental Acquisition Council (DAC) approval. Organize Specification Committee quality check specifications Gain Clarity on what exactly to procure to satisfy customer requirement Customer Satisfaction Place tender adverts in relevant media. Prepare the Request For Approval (RFP) packs for prospective bidders Quality assures that the RFP document contains all relevant documentation and information viz; Terms & Conditions, Declaration forms and TOR (Specifications & Evaluation Criteria). Prepare for Supplier briefing and site inspections. On Tender Closing- Bids are checked against the Tender Administration provided tender register and received. Invite the appointed BEC members for evaluation of the Tender to lead and manage the BEC on Procurement processes. Ensure proper documenting of all Evaluation process (technical/commercial/ financial) and minutes

ENQUIRIES: Ms. L. Sibiya Tel: 011 355 1537

POST: SENIOR ADMIN OFFICER: GOODS AND SERVICES (REPORTING)
DIRECTORATE: Procurement
SALARY: R227 802.00 per annum (Plus Benefits)
REF. NUMBER: 14120012
CENTRE: Head Office
REQUIREMENTS: Grade 12 plus National Diploma in Finance/ Supply Chain Management or Grade 12 / Standard10 (Matric) plus more than 5 years’ experience. Knowledge of SAP, BAS, PFMA, PPPFA, Treasury Regulations, Provisioning procedures, and other legislative frameworks applicable to the Public Sector is very important. Leadership, management, conflict resolution and communication skill (written and verbal). Have computer skills and ability to work under pressure.

DUTIES: Supervision in the Procurement sub –unit. Releasing of requisitions on SAP, expedite/ follow up requisitions to ensure conversion to purchase orders, expedite deliveries for internal customers, monitor receipts and investigate tolerances on goods receipts/quantity delivered/ and price for all goods and services including LTSM. Monitor customers to minimize open line items on PO by issuing a weekly report on open PO’s and escalate non-compliance. Compliance and contribute to monthly and quarterly reports. Provide advice on Supply Chain Management matters.

ENQUIRIES : Ms. L. Mngomezulu Tel: 011 355 1791

POST : SENIOR ADMIN CLERK (X 4 POSTS)
DIRECTORATE : Procurement
SALARY : R123 738.00 per annum (Plus Benefits)
REF. NUMBER : 14120013
CENTRE : Head Office
REQUIREMENTS: Grade 12 with experience. Good understanding of Supply Chain Management, Policies and Procedures. Computer literacy especially Ms Word and Ms Excel. Knowledge of SAP will be an added advantage

DUTIES: Speedy and accurate capturing of RLS01 on SAP system, maintaining supplier database, doing follow-ups regarding orders PO numbers on orders, timely liaising with users regarding the status of their orders, managing contract documents obtaining quotations where necessary, proper filing of documents, checking levels before ordering and managing cash flow, etc.

ENQUIRIES : Ms. N. Tshabalala Tlali Tel: 011 355 0162

POST : SENIOR ADMIN OFFICER: DAC SECRETARIAT
DIRECTORATE : Procurement
Sub-Directorate : Good and Services
SALARY : R227 802.00 per annum (Plus Benefits)
REF. NUMBER : 14120014
CENTRE : Head Office
REQUIREMENTS: Grade 12 plus Diploma in Finance/ Supply Chain Management or Grade 12 plus more than 5 years’ experience. Knowledge of PFMA, Treasury Regulations, Provisioning procedures, and other legislative frameworks applicable to the Public Sector is very important. Leadership, management, conflict resolution and communication skill (written and verbal). Have computer skills and ability to work under pressure.

DUTIES: Perform the Secretariat function for DAC and Bid Specification Committees by: Registering complete submissions timely circulation of submissions to committee members, convene meetings, minute decisions and deliberations, timely communicate decisions and approved submissions to end user, update committee databases, compile monthly Treasury and management input reports and annual DAC Reports and annual DAC Reports. Liaise with Dept. Finance on RFP process management.

ENQUIRIES : Ms. L. Mngomezulu Tel: 011 355 1791
POST: SENIOR ADMIN OFFICER: GOODS AND SERVICES
DIRECTORATE: Procurement
SALARY: R227 802.00 per annum (Plus Benefits)
REF. NUMBER: 14120015
CENTRE: Head Office

REQUIREMENTS: Grade 12 plus National Diploma in Finance/ Supply Chain Management or Grade 12 / Standard 10 (Matric) plus more than 5 years’ experience. Knowledge of SAP, BAS, PFMA, PPPFA, Treasury Regulations, Provisioning procedures, and other legislative frameworks applicable to the Public Sector is very important. Leadership, management, conflict resolution and communication skill (written and verbal). Have computer skills and ability to work under pressure.

DUTIES: Supervision in the Procurement sub-unit. Releasing of requisitions on SAP, expedite/ follow up requisitions to ensure conversion to purchase orders, expedite deliveries for internal customers, monitor receipts and investigate tolerances on goods receipts/quantity delivered/ and price for all goods and services including LTSM. Monitor customers to minimize open line items on PO by issuing a weekly report on open PO’s and escalate non-compliance. Compliance and contribute to monthly and quarterly reports. Provide advice on Supply Chain Management matters.

ENQUIRIES: Mr. T. Niemanck Tel: 011 355 0137
POST : CHIEF PROVISIONING ADMIN CLERK: REQUEST FOR PROPOSAL
DIRECTORATE : Procurement
SALARY : R183 438.00 per annum (Plus Benefits)
REF. NUMBER : 14120016
CENTRE : Head Office
REQUIREMENTS: Grade 12 / Standard 10 (matric) plus more than 5 years' experience in supply chain management. Knowledge of PFMA, PPPFA, Treasury Regulations, provisioning procedures, and other legislative frameworks applicable to the Public Sector is very important. The person profile: Problem solving, customer management, communication skills (written and verbal) team worker, negotiation skills, administrative skills, strong ethics, time management and computer skills.

DUTIES: Assist assistant directors and senior admin officers in checking that all relevant and update versions of documents are in Request for Proposal packs and process file. Provide administration support to the Request for Proposal Sub Directorate. Assist with tender administration, compile of Request for Proposal status report and tracking grid. Send adverts and new Request for Proposal packs to tender administration section. Ensure proper filling/ storage of all tender documents after they are awarded. Keep proper records of all tenders.

ENQUIRIES : Ms. L. Sibiya Tel: 011 355 1537

POST : ASSISTANT DIRECTOR: CONTRACT MANAGEMENT
DIRECTORATE : Procurement
SALARY : R270 804.00 annum (Plus Benefits)
REF. NUMBER : 14120017
CENTRE : Head Office
REQUIREMENTS: Grade 12 plus National Diploma in Finance/ Supply Chain Management or grade 12 plus 5 experience in Supply Chain Management. Extensive working knowledge and understanding of Departmental Contracts Management/ administration, procurement delegations, PFMA, Treasury Regulations, SAP/ SRM and other related supply chain management prescripts High level of computer literacy and sound knowledge of Microsoft Office Suite of Applications is essential. Excellent written and verbal communication skills. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented.

DUTIES: Provide guidance on Supply Chain Management processes. Organize and control administrative activities in such a way that organizational goals relating to section's functions are achieved in the most effective manner. Determine the most effective work procedures, processes and methods to attain SCM’s goals thereby ensuring optimum service delivery levels. Assist with drawing up of submission to ensure compliance with SCM policies. People management and empowerment skills; Organizational skills; Service delivery innovation; Strategic capability and leadership; Policy formulation and implementation; Problem solving and analysis; Basic Financial management. Business acumen; Results/quality management; Problem solving; Analytical; Decision making; Communication; Initiative; Innovation, continuous improvement, Planning & Organizing, Developing Others, Managing Interpersonal Conflict, Diversity Management, Networking & Building Bonds, Project Management, Team Leadership

ENQUIRIES : Ms. L. Mngomezulu Tel: 011 355 1791
POST: ASSISTANT DIRECTOR: REQUEST FOR PROPOSAL
DIRECTORATE: Procurement
SALARY: R270 804.00 annum (Plus Benefits)
REF. NUMBER: 14120018
CENTRE: Head Office

REQUIREMENTS: Grade 12 plus National Diploma in Finance/ Supply Chain Management or grade 12 plus 5 experience in Supply Chain Management. Extensive working knowledge and understanding of Departmental Contracts Management/ administration, procurement delegations, PFMA, Treasury Regulations, SAP/ SRM and other related supply chain management prescripts High level of computer literacy and sound knowledge of Microsoft Office Suite of Applications is essential. Excellent written and verbal communication skills. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented.

DUTIES: The incumbent will be responsible to analyse submissions and Terms of Reference from GDE end – users and quality assure for Departmental Acquisition Council (DAC) approval. Organise specification committee quality check specifications. Place advert in relevant media. Prepare the Request for Approval (RFP) packs for prospective bidders. Quality Assures that the RFP document contains all relevant documentation and information viz; Terms and Conditions, declaration forms and TOR (Specification & Evaluation Criteria). Prepare for supplier briefing and site inspections. Invite the appointed BEC members for evaluation of the tender. To lead and manage the BEC on procurement processes. DAC submission reflecting the decisions of the BEC to be drafted and presented for award

ENQUIRIES: Ms. L. Sibiya  Tel: 011 355 1537

POST: ASSISTANT DIRECTOR: REQUEST FOR QUOTATION
DIRECTORATE: Procurement
SALARY: R270 804.00 annum (Plus Benefits)
REF. NUMBER: 14120019
CENTRE: Head Office

REQUIREMENTS: Grade 12 plus National Diploma/ Bcom. Degree in Finance/ Supply Chain Management and experience in Supply Chain Management and Finance with minimum of 5 years. Extensive working knowledge and understanding of Departmental Contracts Management/ administration, procurement delegations, PFMA, Treasury Regulations, SAP/ SRM and other related supply chain management prescripts High level of computer literacy and sound knowledge of Microsoft Office Suite of Applications is essential. Excellent written and verbal communication skills. Ability to work under pressure and deliver on tight deadlines. Customer care service oriented.

DUTIES: The incumbent will be responsible for Demand and Acquisition functions and staff. Overall responsibility of the institution’s Procurement Plan, Demand register and Expenditure Commitment register measuring the performance against the allocated and approved budget on goods and services. Conduct market research on product for potential suppliers, bench marking and industry analysis for certain commodities to ensure compliance with legislations and policies. Support and advice the relevant Supply Chain Management support committees e.g. Bid Specification, Evaluation and vetting committee. Contract Management/ administration most key, the monitoring of supplier performance against the general and specific conditions of contracts/ SLA

ENQUIRIES: Ms. N. Tshalatla Tlali  Tel: 011 355 0162

CLOSING DATE: 30 JANUARY 2015
The Gauteng Provincial Government is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability.

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

PROCEDURE WHEN APPLYING: Hand delivered applications should be directed to the venue/office where the vacancies exist. Via the post they should be posted to the specific districts/head office.

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

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

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