**Gauteng East**

To provide office support.

- To liaise with the institutions of higher learning.
- For the implementation of vocational skills and training.
- To develop the required skills for learners.
- To support the role of senior officials.
- To manage skills database.

**Requirements:**
- Proven knowledge in the Education & Training field.
- Proven experience in Finance and Administration.
- A sound knowledge of Purchasing / Logistics.
- A Doctorate degree or Master's Degree in Psychology.
- Five years experience in training needs in collaboration with stakeholders.

**Salary:** R270 804.00 (plus benefits)

**Closing Date:** 08 September 2014

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**Gauteng West**

To provide office support.

- To support intersectoral and Interdepartmental services officials in the districts and ECD centres.

**Requirements:**
- An appropriate Bachelor's degree.
- In Consumer & Family Studies or Social Work.
- A three-year degree/Teaching diploma or a Diploma in Social Science.
- Experience in managing information to facilitate Deputy Information Officer's responsibilities.

**Salary:** Not detailed

**Closing Date:** 08 September 2014

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**Gauteng Province**

To provide office support.

- To manage the information system.
- To ensure the effective management of information.

**Requirements:**
- An appropriate Bachelor's degree in Communication.
- Five years experience in information systems.
- A sound working knowledge of systems administration.
- A valid driver's license.

**Salary:** Not detailed

**Closing Date:** 08 September 2014