Gauteng Department of Education

VACANCY CIRCULAR

FILLING OF PUBLIC SERVANT (PS) STAFF POSTS

At Public Ordinary and Public Special Schools

APRIL 2015

Published on: 17 April 2015
Closing Date: 08 May 2015
1. **INTRODUCTION**

1.1 The vacancies advertised in this Vacancy List are as a result of attrition, promotions and increases in the number of PS posts in the 2015 post establishments of Public Ordinary Schools and Public Special Schools.

1.2 Approval to advertise and fill these vacant posts has been granted by the HOD and MEC as contained in GDE Circular 11 of 2014.

2. **LEGISLATIVE FRAMEWORK**

2.1 These vacant posts are advertised in terms of:

   2.1.1 The Public Service Act No. 103 of 1994, as amended
   2.1.2 Public Service Regulation, 2001 as amended, Chapter 1 Part VII D.
   2.1.3 CORE (Code of Remuneration)
   2.1.4 Circular 11 of 2014

3. **FILLING OF VACANCIES IN 2015**

3.1 Filling of posts will be based on the approved 2015 Post establishment for Public Ordinary Schools and Public Special Schools with effect from 1 April 2015.

4. **ADVERTISEMENT AND APPOINTMENT PRINCIPLES**

4.1 These vacant posts are advertised in terms of (PSCBC Resolution 1 of 2007) as well as Chapter IV, Section 10 of the Public Service Act, 1994 as amended, the CORE (Code of Remuneration) and, Chapter 1 Part VII of the Public Service Regulations, 2001 as amended.

4.2 The Department reserves the right not to fill vacant posts advertised in this list of vacancies should schools not have such vacant posts available on the post establishment of 2015 for Public Ordinary Schools and Special Schools, or if incorrect information was submitted or published.

4.3 In advertising and filling of these vacant posts the Department will be guided by policy guidelines, viz:

   • Employment Equity measures for designated groups, namely Black people (which include Indians, Coloureds and Africans), women and people with disabilities; and
   • Representivity.

4.4 Applicants must also note that if no notification of appointment is received within three (3) months of the closing date, they must accept that their applications have been unsuccessful and are hereby thanked for applying.

**PUBLICATION DATE:** 17 April 2015  
**CLOSING DATE:** 08 May 2015
5. **GENERAL INSTRUCTIONS**

5.1. DATE OF ASSUMPTION OF DUTY:

*The preferred date of assumption of duty is 1 July 2015, unless another date of assumption is mutually agreed upon by all relevant parties.*

NB. The required qualifications must be obtained prior to the date of commencement of duty.

5.2. CLOSING DATE FOR APPLICATIONS

Hand Delivered applications will be received by Friday, **08 May 2015** at 16:00. No applications will be received after the aforementioned date. **Posted applications will only be accepted if they reach the District Office by Friday 15 May 2015 (NO EXCEPTION), and the post mark indicates that the application was posted on or before the closing date of the 08 May 2015.**

5.3. PROCEDURE WHEN APPLYING

5.3.1 **Separate applications** must be submitted on the attached FORM (Z83) in respect of each post applied for. This FORM is obtainable from any Public Service Department.

5.3.2 A **unique reference number** is allocated to every vacant post. The reference number begins with the District name and contains a unique number (e.g. GN35PS1001). PLEASE NOTE THAT SORTING IS DONE ACCORDING TO THIS REFERENCE NUMBER, THEREFORE PLEASE ENSURE THAT THE CORRECT REFERENCE NUMBER IS QUOTED ON THE Z83 FORM and MUST BE WRITTEN IN FULL. The Department will not take any responsibility if an incorrect reference number was entered in the (Z83 FORM).

5.3.3 Certification of Documents:

- Certified copies (with original stamp of certification) of all qualifications (if applicable) and ID-document to be attached.
- Please ensure that the application form carries the original signature of the applicant – photocopies of signatures will not be accepted.

5.3.4. The envelope containing the applications should be marked “Applications – PS Vacancy List of April 2015”.

5.3.5. No faxed or e-mailed applications will be accepted.

5.3.6. **NB!** GDE cannot be held liable or responsible for not considering/processing incomplete/incorrect applications and/or applications which are sent to the wrong address (e.g. the incorrect District Office) and/or which reach their destination after the closing date.

5.3.7 **Special attempts must be made to ensure that excess employees are informed of the advertised vacancies by principals.** Potential candidates from the excess group (provincial list) must be assisted in applying timeously for vacancies and attending interviews where applicable.
5.3.8 HAND DELIVERED APPLICATIONS FOR VACANCIES IN THIS VACANCY LIST SHOULD BE AS INDICATED BELOW (no application forms submitted to schools OR to Registry Head Office OR The Department of Finance (GDF) & its nodal points will be accepted)

NB: TWO methods of applying:

- **HAND DELIVERY**
  Relevant District Office
  Refer to Annexure C for the physical address

- **VIA THE POST**
  Relevant District Office
  Refer to Annexure C for the postal address

*DO NOT POST OR HAND DELIVER AT HEAD OFFICE OR the Department of Finance (previously GSSC) - YOUR APPLICATION WILL BE DISQUALIFIED*

6. MINIMUM REQUIREMENTS OF ADVERTISED POSTS AND SALARY SCALES

The requirements stated in the CORE are applicable. Qualifications shall be done with due regard to the Public Service Act, 1994, Chapter IV, Section 10 and also in line with the approved Job Evaluation.

<table>
<thead>
<tr>
<th>Post Description</th>
<th>Job description</th>
<th>Minimum requirements</th>
<th>Salary Level</th>
<th>Salary scale</th>
</tr>
</thead>
</table>
| GENERAL ASSISTANT | • Clean and create an orderly working environment  
• Operate cleaning machines and basic maintenance thereof  
• Clean offices, staff room and classrooms | • AET, where applicable  
• No experience required | 2 | R 73 044.00 pa |
<table>
<thead>
<tr>
<th>HOUSE-KEEPER</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>General day to day support and caring of learners.</td>
<td>Maintenance and cleaning of Hostels and equipment.</td>
<td>AET Level 4/Grade 9 and 2-5 years of experience</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Child care: cleaning, feeding, changing and clothing.</td>
<td>Do necessary repairs to clothing (sew and repair).</td>
<td>Experience working with children with disabilities is recommended</td>
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<td></td>
</tr>
<tr>
<td>Do laundry.</td>
<td>Food propagations, set tables, wash dishes and kitchen cleaning.</td>
<td>Preference should be given to persons with special needs</td>
<td></td>
<td></td>
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<tr>
<td>Assist in any fair request made the Hostel Manager.</td>
<td>Do laundry.</td>
<td></td>
<td></td>
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<tr>
<td>Day and night duty (shift hours).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COOK</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Present the cookery budget to the Hostel Manager.</td>
<td>Prepare meals.</td>
<td>AET Level 4/Grade 9 and 2-5 years of experience</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Comply with dietary requirements.</td>
<td>Do and oversee all the activities of the cooking processes.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Determine in consultation with Hostel Manager the menu.</td>
<td>Manage provisions of the kitchen.</td>
<td>R 103 494.00 pa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do catering when requested.</td>
<td>Responsible for hygiene of kitchen and equipment.</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVER (SCHOOL &amp; HOSTEL)</th>
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</thead>
<tbody>
<tr>
<td>Transportation of school and Hostel learners.</td>
<td>Transportation of learners during emergency cases after hours, as per arrangement.</td>
<td>Valid Driver’s licence</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Transportation of gods needed for Hostels and School.</td>
<td>Transportation of gods needed for Hostels and School.</td>
<td>PDP</td>
<td></td>
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<tr>
<td>Perform messenger functions and routine office/hostel support functions.</td>
<td></td>
<td>AET Level 4 – Grade 9 (2-5 years’ experience)</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>R 103 494.00 pa</td>
</tr>
<tr>
<td><strong>ADMINISTRATION ASSISTANT</strong></td>
<td><strong>HOSTEL MANAGER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
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</tbody>
</table>
| • Recording of written information on paper, or computer. (Typing of all documents regarding to learner and staff related matters)  
• Organize office and filing system.  
• Duplication and copying of all learner and staff related work.  
• Liaison with public, parents and learners. (Less complicated routine enquiries).  
• Manage and retrieve routine information. (Admission, learner transfers).  
• Maintain diaries.  
• Handle less complicated financial matters. (Prepare payments, process correspondence/enquiries) | **Administration:**  
• Finances, Budget and stock procurement, management and control.  
**Supervision:**  
• All hostels staff (Housekeepers, Cooks and Drivers), draw up rosters for staff, ensure compliance with policy (safety, dietary), Hostel maintenance (repair), the running of the day to day running of the Hostel and create a home environment for learners and cleaning processes.  
• Mediate between the Head Master and Hostel staff (discipline policy).  
• Implement discipline policy in the Hostel.  
• Report and make inputs to SGB.  
• Liaise with parents of Hostel learners.  
• Emergency standby after hours. |
| • Grade 10 or equivalent (between 5 and 10 years’ experience)  
• Grade 12 or equivalent (between 2 and 5 years of experience) | • Grade 10 or equivalent (10 or more years of experience)  
• Grade 12 (5 or more years of experience)  
• Experience working with children with disabilities  
• Driver’s licence is recommend ed | 5 | 6 |
|  |  | **R 123 738.00 pa**  
|  |  | **R 148 584.00 pa** |
7. **SHORTLISTING/INTERVIEWING**

7.1 The selection of candidates should be done with due regard to the relevant measures contained:

- Public Service Regulations, 2001 Chapter 1, Part VII, D
- GDE guidelines
- CORE

7.2 **PANEL MEMBERS**

The principal must appoint members of the panel in writing guided by the above documents.

8. **RE-APPOINTMENT OF FORMER EMPLOYEES**

8.1 The re-appointment of former employees should be done with due regard to the Public Service Regulation, 2001, Chapter 1, Part VII, B3.

9. **APPOINTMENT OF NON-RSA CITIZENS IN THE PUBLIC SERVICE**

9.1 **STATUS OF PERMANENT RESIDENCY**

The South African green bar-coded identity book will merely indicate that a foreigner is a non-South African citizen and therefore the Gauteng Department of Education will need to see Permanent Resident Permit information, together with the green bar-coded ID to prove that the respective permits were indeed issued to the foreigner.

“Permanent residence,” as set out in Section 26 and 27 of the Immigration Act and Regulations 22 and 23 of the Immigration Regulations, respectively, will allow the holder to become a naturalised citizen in accordance with a well prepared South African citizenship application under the South African Citizenship Act and such status attaches many privileges and benefits over long term residency.

After verification that the two documents (green bar-coded ID & Permanent residency permit) belong to the employee, he or she will be treated the same way as any other South African citizen.
Should the employee be in a contract/temporary post and meeting the minimum requirements of the posts, he/she will be absorbed permanently in line with the current collective agreement 1/2014 and GDE circular (specify Circular number).
ANNEXURE B

GDE DISTRICTS

EKURHULENI NORTH EN (D17)
Edenvale; Tembisa; Kempton Park; Bedfordview; Wattville; Bapsfontein; Benoni; Daveyton; Petit; Putfontein.

EKURHULENI SOUTH ES (D18)
Alberton; Bedfordview; Boksburg; Edenvale; Germiston; Katlehong; Vosloorus; Tokoza

GAUTENG EAST GE (D16)
Brakpan; Daggafontein; Duduza; Daveyton; Kwa-Thema; Nigel; Springs; Tsakane; Welgedag; Devon; Wattville

GAUTENG NORTH GN (D1)
Bapsfontein; Baviaanspoort; Bronkhorstspruit; Clayville; Cullinan; Ekangala; Hammanskraal; Premier Mine; Rayton; Zonderwater

GAUTENG WEST GW (D2)
Bank; Bekkersdal; Brandvlei; Doringfontein; Glenharvie; Hekpoort; Krugersdorp; Libanon; Maanhaarrand; Magaliesberg; Mothlakeng; Muldersdrift; Oberholzer; Randfontein; Randfontein South; The Village; Toekomsrus; Venterspos; Western Areas; Westonaria, Azadvile

JOHANNESBURG CENTRAL JC (D14)
Soweto; Eldorado Park; Johannesburg Southern Suburbs; Lenasia

JOHANNESBURG EAST JE (D9)
Halfway House; Hyde Park; Lyndhurst; Modderfontein; Parktown; Sandton, Alexandra Township, Ivory Park, Midrand

JOHANNESBURG NORTH JN (D10)
Johannesburg North, Parktown; Randburg, Soweto, Central, Far North; Cosmo City

JOHANNESBURG SOUTH JS (D11)
Grasmere; Jackson's Drift; Johannesburg; Lenasia; Lawley; Orange Farm; Vlakfontein

JOHANNESBURG WEST JW (D12)
Florida; Roodepoort; Soweto; Braamfischer; Tshepisong; Meadowlands, Dobsonville

SEDIBENG EAST SE (D7)
Daleside; Heidelberg Transvaal; Henley-On-Klip; Jameson Park; Meyerton; Rensburgdorp; Rotanda; Sharpeville; Vereeniging; Walkerville

SEDIBENG WEST SW (D8)
Everton; Loch Vaal; Vanderbijlpark; Sebokeng; Palm Springs; Bophelong; Boipatong; Evaton

TSHWANE NORTH TN (D3)
Hammanskraal; Pretoria; Sinoville; Soshanguve

TSHWANE SOUTH TS (D4)
Atteridgeville; Eldoraigne; Erasmia; Irene; Lyttelton; Mamelodi; Pretoria-West; Rissik; Silverton; Centurion

TSHWANE WEST TW (D15)
Akasia, Atteridgeville (in Tshwane South); Mabopane; Ga-Rankuwa; Hercules; Pretoria-Noord; Pretoria; Soshanguve; Pretoria-West;
## DISTRICT EKURHULENI NORTH [EN]:

**Physical Address:** 78 Howard Avenue, Munpen Building, BENONI  
**Postal Address:** Private Bag X059, Benoni, 1500  
**Enquiries:** Emily Molefe  
**TEL:** (011) 746 8190

## DISTRICT EKURHULENI SOUTH [ES]:

**Physical Address:** Infinity Office Park, Private Bag X8001, Alberton  
**Postal Address:** 2 Robin Close, Meyersdal, 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  
**Enquiries:** Mpho Leotlela  
**TEL:** (011) 736 0716

## DISTRICT GAUTENG NORTH [GN]:

**Physical Address:** Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE  
**Postal Address:** Private Bag X75 Pretoria 0001  
**Enquiries:** Alfred Phaswana  
**TEL:** (012) 846 3635

## DISTRICT GAUTENG WEST [GW]:

**Physical Address:** Cnr. Boshoff and Human Street, KRUGERSDORP  
**Postal Address:** Private Bag X2020 Krugersdorp 1740  
**Enquiries:** Mpho Leotlela  
**TEL:** (011) 660 4581

## DISTRICT JOHANNESBURG CENTRAL [JC]:

**Physical Address:** Cnr. Biccard and Jorrison Street FNB Building, BRAAMFONTEIN  
**Postal Address:** Private Bag X01, Braamfontein 2017  
**Enquiries:** Roseline Vaughan  
**TEL:** (011) 983 2231

## DISTRICT JOHANNESBURG EAST [JE]:

**Physical Address:** 142/144, Fourth and Elizabeth Street, Parkmore, SANDTON  
**Postal Address:** Private Bag X9910, Sandton 2146  
**Enquiries:** Elizabeth Moloko  
**TEL:** (011) 666 9109

## DISTRICT JOHANNESBURG NORTH [JN]:

**Physical Address:** Cnr Biccard and Jorrison Street FNB Building, BRAAMFONTEIN  
**Postal Address:** Private Bag X01, Braamfontein 2017  
**Enquiries:** Roseline Vaughan  
**TEL:** (011) 983 2231

## 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 Goldman Street, FLORIDA, 1710  
**Postal Address:** Private Bag X01, Braamfontein 2017  
**Enquiries:** Lizwe Jafta  
**TEL:** (011) 831 5433

## DISTRICT SEDIBENG EAST [SE]:

**Physical Address:** SLand M Building  
Cnr Joubert & Kruger Street, VEREENIGING  
**Postal Address:** Private Bag X05, Vereeniging 1930  
**Enquiries:** Nntombi Moyo  
**TEL:** (016) 440 1748

## DISTRICT SEDIBENG WEST [SW]:

**Physical Address:** Sebokeng College  
6 Samuel Street; Zone 18, SEBOKENG  
**Postal Address:** Private Bag X067, Vanderbijlpark 1900  
**Enquiries:** Ema 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 X 38, Rosslyn, 0200  
**Enquiries:** Salamina Letoaba  
**TEL:** (012) 725 1451

## HEAD OFFICE (JHB):

**Enquiries:** Jakes Ndala  
**TEL:** (011) 355 0395

**Enquiries:** Enos Netshihuthuni  
**TEL:** (011) 355 0129