APPLICATIONS: 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 EAST [GE]: Physical Address: Corner 2nd Avenue & 3rd Street, Old FNB Building, SPRINGS Postal Address: Private Bag X09 Springs, 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0716/7 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 SEDIBENG EAST [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05 Vereeniging, 1930 Enquiries: Johan Kruppe: TEL: (016) 440-1861, 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 :Grace Chauke TEL: (012) 543 1044

CLOSING DATE: 13 May 2015
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: SENIOR STATE ACCOUNTANT REF NO: 2015/04/1053
Directorate: Financial Administration
Sub-Directorate: Salaries & Book keeping

SALARY: R227 802.00per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized bachelor's degree or diploma with financial accounting as a major, minimum two to five years working experience in the financial environment. Good interpersonal skills, administrative, analytical and organizational skills, Ability to work under pressure and long hours during audit process. PFMA and Treasury Regulations, Internal control Practices, Public sector finance, Computer literacy and ability to conduct presentation to management. Knowledge of BAS, SAP and PERSAL systems.

DUTIES: Cleared, Reconciled and Aged Suspense with balances in the Trial Balance by the 13th of each Month. Ensured GG, Cell phone and Telkom Expenditure is allocated accordingly to the Directorates. Monitor the interdepartmental processing. Monitor the processing of Travel and Subsistence advance and claims. Prepared Input to IFS/AFS. Assist with the audit external and internal. Authorizes journal for correction of Misallocation. Monitor the
processing of compensation related payments and deductions. Monitor the management of payroll in accordance with the regulation.

**ENQUIRIES**

Head Office – Mr. Douglas Shilenge. Tel. No: (011) 355 0236

**POST**

**SENIOR STATE ACCOUNTANT**

**REF NO:** 2015/04/1054

Directorate: Financial Administration

Sub-Directorate: Revenue Management & Quality Assurance & Reports

**SALARY**

R227 802.00 per annum (Plus Benefits)

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

An appropriate recognized bachelor’s degree or diploma with financial accounting as a major, minimum two to five years working experience in the financial environment. Good interpersonal skills, administrative, analytical and organizational skills. Ability to work under pressure and long hours during audit process. PFMA and Treasury Regulations, Internal control Practices, Public sector finance, Computer literacy and ability to conduct presentation to management. Knowledge of BAS, SAP and PERSAL systems.

**DUTIES**

Analysis and review ledger and clear suspense accounts. Prepare monthly, quarterly financial reports (including IFS/AFS disclosure notes) and assist with audit queries. Prepare all reconciliation. Bank reconciliation, Bas & PERSAL reconciliation, Revenue (including pay over), Payments and other Reconciliation. Petty cash reconciliation. Process journals and reallocation of expenditure. Ensure effective revenue and petty cash administration within the Department. Ensure efficient and effective management of debtors: Ensure effective and efficient quality assurance of payments of service providers. Detect, report and maintain the registers of fruitless and wasteful expenditure.

**ENQUIRIES**

Head Office – Mr. Bheki Thela. Tel. No: (011) 355 1532

**POST**

**SENIOR PROVIONING ADMIN OFFICER: AUXILLARY SERVICE**

**REF NO:** 2015/04/1055

Sub Directorate: Finance Administration

**SALARY**

R227 802.00 per annum (Plus Benefits)

**CENTRE**

Sedibeng West District

**REQUIREMENTS**

An appropriate recognized Tertiary qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicant with prior learning, either by means of experience or alternative course may also apply. Knowledge of PERSAL, VAS, PFMA and Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process.

**DUTIES**

Ensure effective management of provisioning of good and services. Manage procurement and accounting for all goods and services. Management of placement of orders and payments thereof. Provide assistance to Auditor General during audit process. Secure necessary approvals and delegations for processing. Manage submission of invoices to GDF and tracking on progress. Assist in provision of operational planning services. Compiling monthly and quarterly reports. Supervise staff.

**ENQUIRIES**

SW – Ms. Erna Rust, Tel No: (016) 594 9207
POST: SENIOR ADMIN OFFICER: LEARNER TRANSPORT & NUTRITION REF NO: 2015/04/1056
Sub Directorate: Educations Operations and Support

SALARY: R227 802.00 per annum (Plus Benefits)
CENTRE: Sedibeng West District
REQUIREMENTS: An appropriate Senior Certificate or an equivalent Qualification, plus 3 – 5 years’ experience. Extensive knowledge and understanding of Batho Pele principles, Districts, Circuits and School Interface, Public Finance Management Act, Excellent verbal and written communication skills, Good inter-personal relations skills. Problem solving, Analytical skills, Computer literacy and, in possession of a valid driver’s license.

DUTIES: Verification of information on invoices and claims. Capture claim forms and invoices. Facilitation of processing monthly claims. Tracking of invoices and payments to ensure that service providers are paid in time. Responding to queries by relevant stakeholders. Monitoring and providing support to Districts, Circuits, and Schools that are part of NSNP. Provide administrative support to the office. Compilation of monthly and quarterly reports. Monitoring of the programme.

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

POST: CHIEF PERSONNEL OFFICER – PERFORMANCE MANAGEMENT & DEVELOPMENT (X 2 POSTS) REF NO: 2015/04/1057
Sub Directorate: Human Resource Transversal Services

SALARY: R227 802.00 per annum (Plus Benefits)
CENTRE: Ekurhuleni South District
REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) in Human Resource Management. Applicants with prior learning, either by means of experience or alternative courses may also apply. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure. Driver’s license will be an added advantage.

DUTIES: The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include; providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

ENQUIRIES: ES – Ms. E Raphoto. Tel. No: (011) 389 6034
POST   : PERSONAL ASSISTANT REF NO: 2015/04/1058
        Directorate: Education Training and Special Projects

SALARY : R183 438.00 per annum (Plus Benefits)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Senior Certificate and three year Diploma or an equivalent Qualification in Office Management, plus 3 – 5 years’ experience in Office Management. Computer Literacy: Ms Word, Ms PowerPoint, Ms Excel and Outlook. The Incumbent should have an ability to meet deadlines. Experience in Office Management where filing of documents, report and letter writing, minute taking, preparation for meetings and diary management is a requisite. Good organizational, planning, communication and record keeping, Interpersonal skills and data capturing would serve as an added advantage. Attention to details and a high level of accuracy, confidentiality and honesty and public relations in the Training and Development related environment are required.

DUTIES : Develop and distribute templates for input. Organize and prepare for meetings. Communicate with stakeholders, track documents, prepare submissions, memoranda, letters and collate reports from the various Sub-Directorates and other stakeholders. Manage all management plans in the sub directorate. Ensure timeous submission of all documents including reports from the different stakeholders. Engage in all the logistical arrangements for meetings in the office of the Director, take minutes, track action lists and provide an environment where service delivery is of utmost importance. Ensure that all planned activities in the Directorate are completed; itineraries and reports are submitted; PMDS is completed as per the Departmental Circular and Leave register is updated. Attend meetings when required to do so and display excellent phone etiquette. Provide administrative support to the Directorate.

ENQUIRIES : Head Office – Ms. Charlotte Shirindi. Tel. No: (011) 843 6840
POST: SENIOR ADMIN CLERK REF NO:2015/04/1059
Directorate: Education Training and Special Projects

SALARY: R123 738.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Senior Certificate or an equivalent Qualification, plus 1 – 3 years’ experience, preferably in Training and Development. Computer Literacy: Ms Word, Ms PowerPoint, Ms Excel and Outlook. The Incumbent should have an ability to meet deadlines. Experience in Office Management where filing of documents, report and letter writing, minute taking, preparation for meetings and diary management is a requisite. Good organizational, planning, communication (verbal and writing) record keeping and Interpersonal skills would serve as an added advantage. Attention to details and a high level of accuracy, confidentiality and honesty and public relations in the Training and Development related environment are required.

DUTIES: Develop and distribute templates for input. Organize and prepare for meetings. Communicate with stakeholders, track documents, prepare submissions, memoranda, letters and collate reports from the various Sub-Directorates and other stakeholders. Manage all management plans in the sub directorate. Ensure timeous submission of all documents including reports from the different stakeholders. Analyse problems, identify trends and take appropriate preventative measures. Engage in all the logistical arrangements for meetings in the Directorate, take minutes, track action items and provide an environment where service delivery is of utmost importance. Ensure that all planned activities in the Directorate are completed; itineraries and reports are submitted; PMDS is completed as per the Departmental Circular and Leave register is updated. Attend meetings when required to do so and display excellent phone etiquette. Provide all the necessary administrative support to the Sub-Directorates.

ENQUIRIES: Head Office – Ms. Charlotte Shirindi. Tel. No: (011) 843 6840
POST: SENIOR ADMIN CLERK REF NO:2015/04/1060
Unit: Administration Services (HOD’s Office)

SALARY: R123 738.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg

REQUIREMENTS:
A minimum qualification of Matric or equivalent plus 1-3 years’ experience in administrative functions and support. Sound organisational skills, Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Good people skills. High level of reliability. Verbal and Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations and computer skills. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to General Administration, Finance, Asset Management and Human Resource Management. Sound knowledge on the operation and utilisation of the binding machines, Dictaphones, computer, printer, photocopier, fax machine, data video projectors and MS Office software i.e. Word, Excel and Presentation. Must be able to communicate with Co-workers, Supervisors, Management, Senior Management, District Offices, Private Sector Organisations, General Public, Academic Institutions, Student, other Provincial Education Departments, and National Department of Education.

DUTIES:
Render an effective and efficient human resource management support services for the Unit. Ensure that leave forms are compiled and submitted by staff for vacation and sick leave and submit to Human Resource Administration. Manage the register for vacation and sick leave. Take minutes in the weekly staff meetings. Render financial and asset management support services to the Unit by ordering furniture, equipment and stationery for the Unit. Update the asset register of all assets of the Unit. Reporting of any damages of losses of assets and the order the new ones thereof. Update office equipment i.e. computers, fax machine, photocopier, binding machine, data video projector etc. Renders administrative support services for the Unit. Maintain the effective flow of information and documents to and from the Unit. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Respond to enquiries received from internal and external stakeholders.

ENQUIRIES: Head Office – Ms. Thelma Morake. Tel. No: (011) 355 1510
POST : SENIOR ACCOUNTING CLERK (X 4 POSTS)
Directorate: Financial Administration

SALARY : R123 738.00 per annum (Plus Benefits)
CENTRE : Tswane North, REF NO: 2015/04/1061, Gauteng West, REF NO:
2015/04/1062 Gauteng North, REF NO: 2015/04/1063, Sedibeng East, REF
NO: 2015/04/1064, Gauteng East, REF NO: 2015/04/1065

REQUIREMENTS : A grade 12 with 3 years’ experience and relevant 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 pay roll in
accordance with the acts and regulations. Prepare the monthly reconciliation
for Petty cash and revenue. Ensure effective revenue and petty cash
administration.

ENQUIRIES : Head Office – Ms. Monicca Madibo. Tel. No: (011) 355 0185, Mputi Molatodi
Tel. no: (011) 355 0207

POST : SENIOR ACCOUNTING CLERK (X 2 POSTS) REF NO: 2015/04/1066
Directorate: Financial Administration
Sub-Directorate: Salaries & Book keeping

SALARY : R123 738.00 per annum (Plus Benefits)
CENTRE : Head Office, Johannesburg

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

DUTIES : Assist in the allocation of expenditure for GG, Telkom, and cell phone
accordingly to the Directorates. Assist in the clearing, Reconciling and Aging
of Suspense accounts with balances in the Trial Balance by the 13th of each
Month. Assist in the identification and processing of inter-departmental
transaction. Collect and distribute pay roll in accordance with the acts and
regulations. Assist in the processing of compensation related payments and
deductions. Assist in the processing of Travel and Subsistent advance and
claims. Correction of Misallocation and provide allocation on Deposits made

ENQUIRIES : Head Office – Mputi Molatodi Tel, no:(011) 355 0207
POST: SENIOR ACCOUNTING CLERK (X 9 POSTS) REF NO: 2015/04/1067
Directorate: Financial Administration
Sub-Directorate: Payment Processing

SALARY: R123 738.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
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

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: Head Office – Ms. Nonna Swanepoel (011) 843 6820

POST: SENIOR ACCOUNTING CLERK (X 2 POSTS) REF NO: 2015/04/1068
Directorate: Finance Administration
Sub-Directorate: Revenue Management & Quality Assurance & Reports

SALARY: R123 738.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
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 PFMA and Treasury Regulations, procurement procedures, Internal Control Practices, Public Sector Finance, Loss Control, Risk Management practices. Computer literacy and ability to conduct presentations to management and other Stakeholders. Communication skills (verbal and written). Knowledge of PERSAL, BAS, and Microsoft systems An appropriate recognized bachelor’s degree or Diploma with financial accounting as a major. Minimum of two to five years working experience in the financial environment.

DUTIES: Ensure effective revenue and petty cash administration within the. Department Correction of Misallocation and provide allocation on Deposits made. Assist in the compilation of reconciliation – BAS, Persal, Revenue, etc. Assist with the calculations and processing of debt. Assist with the quality assurance of payments. Assist with the identification and compiling of fruitless and wasteful expenditure

ENQUIRIES: Head Office – Ms. Monicca Madibo. Tel. No: (011) 355 0185

POST: SENIOR ACCOUNTING CLERK (X 2 POSTS) REF NO:2015/04/1069
Directorate: Financial Administration
Sub-Directorate: Salaries & Book keeping

SALARY: R123 738.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
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

DUTIES: Assist in the allocation of expenditure for GG, Telkom, and cell phone accordingly to the Directorates. Assist in the clearing, Reconciling and Aging of Suspense accounts with balances in the Trial Balance by the 13th of each Month. Assist in the identification and processing of inter-departmental transaction. Collect and distribute payroll in accordance with the acts and regulations. Assist in the processing of compensation related payments and deductions. Assist in the processing of Travel and Subsistent advance and claims. Correction of Misallocation and provide allocation on Deposits made

ENQUIRIES: Head Office – Mputi Molatodi Tel, No: (011) 355 0207
POST : SENIOR REGISTRY CLERK: CONDITION OF SERVICE (X 2 POSTS) REF NO: 2015/04/1070
Sub Directorate: Transversal HR Services

SALARY : R123 738.00 per annum (Plus Benefits)
CENTRE : Ekurhuleni South District
REQUIREMENTS : A grade 12 certificate or equivalent qualification. Knowledge of registry responsibilities, 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: Provide registry services. 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.

ENQUIRIES : ES – Ms. E Raphoto. Tel. No: (011) 389 6034

POST : SENIOR ADMIN CLERK: HR SUPPORT REF NO: 2015/04/1072
Sub Directorate: Transversal HR Services Section: Conditions of Service

SALARY : R123 738.00 per annum (Plus Benefits)
CENTRE : Ekurhuleni South District
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Good interpersonal skills and communication skills (verbal and written). Knowledge of the PERSAL system will be an advantage.

DUTIES: Report to the Assistant Director: Conditions of Services (Establishment Control Unit) at Head Office. Maintain and monitor an efficient and accurate record of all Post Establishment details within the entire GDE Structure. Compile monthly reports regarding the state of the post establishment and in cases whereby problematic areas are encountered, bring the contents thereof to the attention of the Establishment Control Unit including the responsible Deputy Director, District Office or Head Office. Follow-up all error’s with the purpose to resolve and finalize correctly. Assist with the creation and abolishment of posts on the PERSAL system. Assist with all incoming and outgoing queries and documentation. Filing of finalised and completed documentation. Liaise and co-ordinate with the Gauteng Shared Service Centre.

ENQUIRIES : ES – Ms. E Raphoto. Tel. No: (011) 389 6034

POST : SENIOR ADMIN CLERK: (X2 POSTS) REF NO: 2015/04/1073
Sub Directorate: Coordination of Learning and Implementation Section: Examination

SALARY : R123 738.00 per annum (Plus Benefits)
CENTRE : Ekurhuleni South District
REQUIREMENTS : An appropriate Senior Certificate (Grade 12) or an equivalent Qualification, plus 1-3 years’ experience. Applicants with prior learning, either by means of experience or alternative course may also apply. Good interpersonal skills and communication skills (verbal and written).

DUTIES: Registration of learners for Grade 12, Grade 10 and Grade 11. Capturing of application of registration forms, capturing of remarking/ Recheck forms, supplementary forms. Administering supplementary Examination. Preparing of exams, offloading of question papers and Distribution of question papers to the centers. Receiving and controlling of scripts form Various centers. Filling of attendance registers and irregularities forms. Filling of acknowledgements form and answer books forms. Filling of ORAL marks sheets, pat mark sheet. Distribute the materials from Head Office to the schools. Perform all the duties of exams.

ENQUIRIES : ES – Ms. E Raphoto. Tel. No: (011) 389 6034
POST: DRIVER/MESSENGER REF NO: 2015/04/1074
Directorate: Education Training and Special Projects

SALARY: R103 004.00 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: ABET level 4 certificate plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Time management, a sense of urgency, attention to details, a high level of accuracy, confidentiality and honesty are required. Good organizational, verbal communication and Interpersonal skills would serve as an added advantage. A Valid Driver’s Licence.

DUTIES: Collect and deliver mail and documentation from and to all the relevant stakeholders in the Department (including outside the office). Assist in registry within the directorate. Assist with printing, copying and faxing documents. Assist the Directorate with the logistical arrangements for the meetings.

ENQUIRIES: Head Office – Ms. Charlotte Shirindi. Tel. No: (011) 843

POST: DRIVER/MESSENGER: AUXILLARY SERVICES (X 2 POSTS) REF NO: 2015/04/1075
Sub Directorate: Financial Administration

SALARY: R103 004.00 per annum (Plus Benefits)
CENTRE: Sedibeng West Districts
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 interpersonal 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: SW – Ms. Erna Rust, Tel No: (016) 594 9207

POST: GENERAL WORKER: AUXILLARY SERVICES (X 2 POSTS) REF NO: 2015/04/1076
Sub Directorate: Financial Administration

SALARY: R73 044.00 per annum (Plus Benefits)
CENTRE: Sedibeng West Districts
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: SW – Ms. Erna Rust, Tel No: (016) 594 9207