



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Gauteng Department of Education

VACANCY CIRCULAR 12 OF 2021

FILLING OF PUBLIC SERVANT (PS) STAFF POSTS

At Public Special Schools

NOVEMBER 2021

Published on: 02 November 2021
Closing Date: 15 November 2021

1. INTRODUCTION

- 1.1 The vacancies advertised in this Vacancy Circular are because of attrition and promotions in Public Special Schools.
- 1.2 Approval to advertise and fill these vacant posts has been granted by the HOD.
- 1.3 All the processes outlined in the Vacancy Circular must be observed in line with COVID -19 protocols relating to regular sanitising / washing of hands with soap and water, wearing of masks and social distancing.

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 Relevant GDE Circulars
 - 2.1.5 Employment Equity Plan: Circular 9/2020

3. FILLING OF VACANCIES IN 2021

- 3.1 Filling of posts will be based on the approved PS Post Establishment for Public Special Schools.

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, 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 for Special Schools and Schools of Focused Learning, or if information was submitted, omitted or published erroneously.
- 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 Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful and are hereby thanked for applying.

PUBLICATION DATE:
CLOSING DATE:

02 November 2021
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5. GENERAL INFORMATION

5.1. DATE OF ASSUMPTION OF DUTY

The preferred date of assumption of duty is 01 February 2022, unless another date of assumption of duty is mutually agreed upon by all relevant parties.

5.2. CLOSING DATE FOR APPLICATIONS

Hand delivered applications will be received until Monday, 15 November 2021 at 16:00. No hand delivered applications will be received after the aforementioned date and time. Posted applications will only be accepted if they reach the District Office by Monday 15 November 2021 (NO EXCEPTION), and the postal mark indicates that the application was posted on or before the closing date of 15 November 2021.

5.3. INFORMATION TO NOTE

5.3.1. Application Form

- Complete and submit separate **NEW FORM (Z83)** in respect of **each post** applied for. This FORM is obtainable from any Public Service Department.
- A unique post number shall be allocated to all advertised post. The post number shall begin with the abbreviation for the relevant district and contains a unique number **e.g. EN21PS1001**
- The unique number shall always be 10 characters and must be completed in full.
- Please ensure that the signature on the application form is original – photocopied signatures will be disqualified.
- No faxed or e-mailed applications will be accepted.
- **NB!** GDE cannot be held liable or responsible for incomplete/incorrect applications and/or applications which are sent to the wrong address (e.g. the incorrect district office) and/or reach their destination after the closing date.

5.3.2 Certification of Documents:

- Original certified copies of all qualifications, registration/provisional registration certificate with professional bodies and ID may be attached to the applications; if not attached, a candidate who is shortlisted will be requested to bring along the certified documents
- Please ensure that the application form has the original signature of the applicant – photocopies of signatures will not be accepted.
- Certified salary advice slips must be included by applicants from other provinces or departments so as to enable GDE to determine the correct salary notch in the event of an appointment.

5.3.3 TWO methods of submission of applications:

- 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

No application forms submitted to schools OR to Registry Office OR Department of Finance (GDF) and its nodal points will be accepted.

6. SIFTING

Sifting will be done by the advertising District: THRS – HRP unit.
Applications which do not meet the following criteria will be disqualified:

- Correct application form (Z83)
- Signed Z83
- Original signature
- Original stamp of certification
- Correct post number (10 characters e.g. (EN21PS1001)
- Minimum years of experience (where applicable)
- Relevant qualification (where applicable)
- Late submission

7. SHORTLISTING/INTERVIEWING

Shortlisting and Interviewing will be done in terms of relevant guidelines, as agreed by all parties.

Appointments are subject to confirmation by the Department, therefore no assumption of duty before receipt of an official appointment letter.

8. VERIFICATION

According to the Public Service Regulation (PSR), Part VII, Paragraph D.8 (a):
“Before making a decision on an appointment or filling of a post, an executing authority must:

Satisfy herself or himself that the candidate qualifies in all respect for the post and that her or his claims in her or his application for the post have been verified according to the Implementation of the National Vetting Strategy in the Public Service: Circular 14/1/1/P dated 23/11/07”.

- (a) Citizenship verifications
- (b) Financial/asset record checks
- (c) Qualifications/Study verification; and
- (d) Previous employment verification (Reference checks)
- (e) Criminal Check

All the recommended interviewed candidates must complete or give consent by completing the relevant consent form as provided by the secretariat of the panel, including the **Children Act Form 29**.

9. 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.

Post Description	Job description	Minimum requirements	Salary Level	Salary Scale
HOUSE-KEEPER	<ul style="list-style-type: none"> • General day to day support and caring of learners. • Maintenance and cleaning of hostels and equipment. • Childcare: cleaning, feeding, changing and clothing. • Do necessary repairs to clothing (sew and repair). • Food propagations, set tables, wash dishes and kitchen cleaning. • Do laundry. • Assist in any fair request made by the Hostel Manager. • Day and night duty (shift hours). 	<ul style="list-style-type: none"> • AET Level 4/Grade 9 and 2-5 years of experience • Experience working with children with disabilities is recommended • Preference should be given to persons with special needs 	3	R 122 595 Per annum
COOK	<ul style="list-style-type: none"> • Present the cookery budget to the Hostel Manager. • Prepare meals. • Comply with dietary requirements. • Do and oversee all the activities of the cooking processes. • Determine in consultation with Hostel Manager the menu. • Manage provisions of the kitchen. • Do catering when requested. • Responsible for hygiene of kitchen and equipment. 	<ul style="list-style-type: none"> • AET Level 4/Grade 9 and 2-5 years of experience 	4	R 145 281 Per annum
DRIVER (SCHOOL & HOSTEL)	<ul style="list-style-type: none"> • Transportation of school and hostel learners. • Transportation of learners during emergency cases after hours, as per arrangement. • Transportation of goods needed for hostel and school. • Perform messenger functions and routine office/hostel support functions. 	<ul style="list-style-type: none"> • Valid Driver's licence • PDP • AET Level 4 /Grade 9 (2-5 years' experience) 	4	R 145 281 Per annum

HOSTEL MANAGER	<p>Administration:</p> <ul style="list-style-type: none"> • Finances, budget and stock procurement, management and control. <p>Supervision:</p> <ul style="list-style-type: none"> • All hostel staff (Housekeepers, Cooks and Drivers) • Draw up rosters for staff, ensure compliance with policy (safety, dietary), hostel maintenance and repairs, day to day running of the hostel, create a home environment for learners and cleaning processes. • Mediate between the Headmaster 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. 	<ul style="list-style-type: none"> • Grade 12 with at least 5 or more years of experience • Experience working with children with disabilities • Driver's licence is recommended 	6	R 208 284 Per annum
PROFESSIONAL NURSE	<ul style="list-style-type: none"> • Provide functional and generic nursing competencies. • Provide Health assessments for learners with special needs. • Administer medication, support and monitor learners with chronic illnesses. • Provide preventive care and promote good hygiene practices. • Conduct regular screenings to detect health problems in the early stages. • Co-ordinate, implement and monitor protocols pertaining to Covid 19. • Network and engage with stakeholders in the community. • Update learner records, write referrals to other health practitioners and community health centres for intervention, remediation and follow up. • Actively participate as member of the School Based Support Team (SBST). 	<ul style="list-style-type: none"> • A Diploma or Degree in nursing that allows registration with the South African Nursing Council SANC as a Professional Nurse (General Nursing) • Proof of current registration as a Professional Nurse with the South African Nursing Council (SANC) <p>OPTIONAL: Dispensing licence / studying towards obtaining a dispensing licence</p>	7	R 257 508 Per annum

10. RE-APPOINTMENT OF FORMER EMPLOYEES

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

11. APPOINTMENT OF NON-RSA CITIZENS IN THE PUBLIC SERVICE

STATUS OF PERMANENT RESIDENCY

The South African green bar-coded identity book / smart card 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 identity book 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.



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; Bavianspoort; Bronkhorstspuit; 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, Azadville

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; Tshepisoong; 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 ADDRESSES

ANNEXURE C

TRANSVERSAL HRS / HRP CONTACT DETAILS

<p>DISTRICT EKURHULENI NORTH [EN]:</p> <p>Physical Address: 78 Howard Avenue, Munpen Building, BENONI</p> <p>Postal Address: Private Bag X059 Benoni, 1500</p> <p>Enquiries: Emily Molefe TEL: (011) 746 8190</p>	<p>DISTRICT EKURHULENI SOUTH [ES]:</p> <p>Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Albertton Meyersdal, 1450 ALBERTON</p> <p>Enquiries: Xolani Kheswa TEL: (011) 389-6034</p>
<p>DISTRICT GAUTENG EAST [GE]:</p> <p>Physical Address: Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers</p> <p>Postal Address: Springs 1559</p> <p>Enquiries: Mpho Leotlela TEL: (011) 736 0716</p>	<p>DISTRICT GAUTENG NORTH [GN]:</p> <p>Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE PRETORIA</p> <p>Postal Address: Private Bag X75 Pretoria 0001</p> <p>Enquiries: Patrick Landela TEL: (012) 846 3754</p>
<p>DISTRICT GAUTENG WEST [GW]:</p> <p>Physical Address: Cnr. Boshoff and Human Street, KRUGERSDORP</p> <p>Postal Address: Private Bag X2020 Krugersdorp 1740</p> <p>Enquiries: Louisa Dhlamini TEL: (011) 660 4581</p>	<p>DISTRICT JOHANNESBURG CENTRAL [JC]:</p> <p>Physical Address: Cnr Morola and Chris Hani Road, Soweto College, PIMVILLE</p> <p>Postal Address: P. O. Box 900064 Bertsham 2013</p> <p>Enquiries: Linda Mabutho TEL : (011) 983 2231</p>
<p>DISTRICT JOHANNESBURG EAST [JE]:</p> <p>Physical Address: Sandown High School 1 North Road, SANDOWN</p> <p>Postal Address: Private Bag X9910, Sandton 2146</p> <p>Enquiries: Elizabeth Moloko: TEL: (011) 666 9109</p>	<p>DISTRICT JOHANNESBURG NORTH [JN]:</p> <p>Physical Address: Cnr Biccard and Jorrison Street FNB Building, BRAAMFONTEIN</p> <p>Postal Address: Private Bag X01, Braamfontein 2017</p> <p>Enquiries: Nelisiwe Mashazi TEL:(011) 694 9378</p>
<p>DISTRICT JOHANNESBURG SOUTH [JS]:</p> <p>Physical Address: 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG</p> <p>Postal Address: Private Bag X13, Lenasia 1820</p> <p>Enquiries: Lola Malimagovha: TEL:(011) 247 5957</p>	<p>DISTRICT JOHANNESBURG WEST [JW]:</p> <p>Physical Address: 20 Goldman Street, FLORIDA, 1710</p> <p>Postal Address: P. O. Box 1995, Florida 1709</p> <p>Enquiries: Lizwe Jafta TEL: (011) 831 5433</p>
<p>DISTRICT SEDIBENG EAST [SE]:</p> <p>Physical Address: SL& M Building Cnr Joubert & Kruger Street, VEREENIGING</p> <p>Postal Address: Private Bag X05, Vereeniging 1930</p> <p>Enquiries: Nomathemba Xawuka TEL: (016) 440 1718</p>	<p>DISTRICT SEDIBENG WEST [SW]:</p> <p>Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG</p> <p>Postal Address: Private Bag X067, Vanderbijlpark 1900</p> <p>Enquiries: Bertha Mlotshwa TEL: (016) 594 9193</p>
<p>DISTRICT TSHWANE NORTH [TN]:</p> <p>Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA</p> <p>Postal Address: Private Bag X945, Pretoria 0001</p> <p>Enquiries : Rejoice Manamela TEL: (012) 543 4313</p>	<p>DISTRICT TSHWANE SOUTH [TS]:</p> <p>Physical Address: President Towers Building, 265 Pretorius Street PRETORIA</p> <p>Postal Address: Private Bag X198 Pretoria 0001</p> <p>Enquiries: Thabiso Mphosi TEL: (012) 401 6363/5</p>
<p>DISTRICT TSHWANE WEST [TW]</p> <p>Physical Address: Klipgat Road Old Hebron College</p> <p>Postal Address: Private Bag X 38, Rosslyn, 0200</p> <p>Enquiries: Priscilla Ravele TEL: (012) 725 1451</p>	<p>HEAD OFFICE</p> <p>Enquiries: Jakes Ndala TEL: (011) 843 6535</p> <p>Enquiries: Sakhile Luvuno TEL: (011) 843 6682</p> <p>Enquiries: Tlaleng Ngubeni TEL: (011) 843 6544</p>



APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

A. THE ADVERTISED POST (All sections of this form are compulsory)											
Position for which you are applying (as advertised)						Department where the position was advertised					
Reference number (as stated in the advert)						If you are offered the position, when can you start OR how much notice must you serve with your current employer?					
B. PERSONAL INFORMATION ¹											
Surname and Full names											
Date of Birth		DD/MM/YY		Identity Number							
				Passport ² number							
Race ³		African		White		Coloured		Indian		Other	
Gender ³								Female		Male	
Do you have a disability?								Yes		No	
Are you a South African citizen?								Yes		No	
If no, what is your nationality?											
Do you have a valid work permit? (only if non-South African)								Yes		No	
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁵								Yes		No	
If yes (provide the details)											
Do you have any pending criminal case against you? If yes, (provide the details) ⁵								Yes		No	
Have you ever been dismissed for misconduct from the Public Service? ⁴								Yes		No	
If yes (provide the details) ⁶											
Do you have any pending disciplinary case against you? If yes, (provide the details)								Yes		No	
Have you resigned from a recent job pending any disciplinary proceeding against you? ⁴								Yes		No	
If yes, (please note that the provisions of the Public Service Act shall apply).											
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? ⁴								Yes		No	
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ⁶ If yes, (provide the details) ⁶								Yes		No	
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?								Yes		No	
Please specify the total number of years of experience you have								Private Sector		Public Sector	
If your profession or occupation requires official registration, provide date and particulars of registration								Date		Reg. No	

Initial.....

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.	C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS				
	Preferred language for correspondence				
	Method for correspondence	Post	E-mail	Fax	Telephone
	Contact details (in terms of the above)				

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'					
	Languages (specify)				
Speak					
Write or read					

E. FORMAL QUALIFICATION⁷ (from highest to the lowest)		
Name of School/Technical College	Name of qualification obtained	Year obtained
Current study (institution and qualification):		

F. WORK EXPERIENCE (Also attach a detailed CV)⁶							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes	No
If yes, Provide the name of the previous employing department and indicate the nature of the condition.							

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.</i>	
Signature:	Date:

Initial.....