



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

**GAUTENG DEPARTMENT OF EDUCATION
PUBLICATION DATE 27 JUNE 2022
VACANCY CIRCULAR NO 5 OF 2022**

APPLICATIONS

- : **HEAD OFFICE [HO]** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: **CHECK ENQUIRIES ON THE ADVERT.**
- DISTRICT EKURHULENI SOUTH [ES]:** Physical Address: Infinity Office Park, 2 Robin Close, Meyersdal Private Bag X8001, Alberton, 1456 Enquiries: Xolani Kheswa TEL: (011) 389-6062,
- Gauteng East District [GE]:** Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address SPRINGS: 1560 Enquiries: Mpho Leotlela TEL: (011) 736-0717
- District Gauteng North [GN]:** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ms Mathodi Moloto Tel No: 012 846 3641.
- 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 900064, Bertsham, 2013 Enquiries: Linda Mabutho: TEL: (011) 983-2231,
- District Johannesburg North [JN]:** Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: TEL: (011) 694 9378,
- District Johannesburg East [JE]:** Physical Address: Sandown High School, 1 North Road, SANDOWN, Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109,
- District Johannesburg South [JS]:** Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms Lola Malimagovha: TEL: (011) 247-5957.
- District Johannesburg West [JW]:** Physical Address: 20 Madeline Street FLORIDA Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta: TEL: 011 831 5433,
- District Sedibeng East [SE]:** Physical Address: Corner Joubert & Kruger Street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Nomathemba Xawuka: TEL: (016) 440-1717.
- District Sedibeng West [SW]:** Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa TEL: (016) 594 9193,
- District Tshwane North [TN]:** Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Rejoice Manamela TEL: 012 543 4313.
- District Tshwane 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 X38, Rosslyn, 0200 Enquiries: Priscilla Ravele TEL: (012) 725 1451,

CLOSING DATE

: **08 July 2022**

NOTES

: It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the

incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialed and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

POST : **DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2022/06/10**
Chief Directorate: THRS

SALARY : R 744 255 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management or three-year related qualification plus a minimum of 3 years' experience in general administration at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. Valid Driver's license.

DUTIES : Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track AG Matters, queries and documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant Chief Directorate. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget

needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders

ENQUIRIES : Ms Nonkululo Mbatha Tel No: (011) 843 6511

POST : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HO2022/06/11**
Directorate: HR Transaction Services (HO) and Transversal Support

SALARY : R 744 255 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg

REQUIREMENTS: An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Information Science, Records Management, Records and Archives Management, Library and Information Studies or three-year related qualification majoring in information and/or records management plus a minimum of 3 years relevant working experience in the archiving of Personnel Records at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within Human Resource environment. Knowledge of National Archives Act, Promotion of Access to information. Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Knowledge of PERSAL will be an added advantage. Skills Description: Good verbal and writing communication Skills, Customer Services, Computer Literacy, Conflict and Problem Solving and ability to work independently. A valid South African driver's license is essential.

DUTIES : Manage the efficiency of personnel records management system and processes. Manage the development and implementation of records retention and disposal schedules in line with the National Archives Act, Promotion of Access to information. Manage the proper classification of new records and storage thereof. Manage the implementation of Departmental Personnel Records and File Plan. Manage the development of filing system and maintaining administrative, legal and financial requirements. Manage the safety and confidentiality of personnel records. Manage the maintenance of the records office and confidentiality of personnel files. Participate in the development of Records Management Policies, Procedures and Practices. Participate in the development of the departmental Records management and archiving policy, procedures and guidelines such as National Archives Act, Promotion of Access to information. PSBC Regulations, Departmental Records Policy. Supervision of staff and management of resources.

NB: Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.

ENQUIRIES : Ms Thea Botha Tel No: 011 843 6577

POST : **SOCIAL WORKER SUPERVISOR REF NO: HO2022/06/14 (2 POSTS)**
Directorate: Performance Management and Development

SALARY : R 389 991 per annum (salary to be determined in accordance with experience as per OSD determination).

CENTRE : Head Office, Johannesburg

REQUIREMENTS: Bachelor's Degree in Social Work with 7 years' experience in a Social Work services environment. Registration with the South Africa Council for Social Service Professions as Social Worker. Knowledge of DPSA Integrated EH&W Strategic Framework 2019, Mental Health Act, National Drug Master plan (NDMP 2018-2022), Prevention of and Treatment for Substance Abuse Act (Act 70 of 2008), GBV&F NDP 2019-2024, PFMA, BCEA, PSA and its regulations. Skills and Competencies: Counselling and Group Trauma management Skills. Good verbal and written communication, Organizing, planning skills, Financial Management skill, Supervision and Leadership skills, Report writing and data analysis. Ability to intervene and resolve conflict of a complex nature, Problem solving, Understanding, Assertive and Caring skills. A South African valid driver's license.

DUTIES : To ensure that a social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Makes provision for counselling to individual employees and to their immediate family members. Identifies personal development needs for individual employees and their family members. Conduct school and home visits, in case of employees who

are immobile due to illness or incapacity. Provide first line counselling, crisis intervention and group Trauma debriefing service to affected employees. Develop and implement Employee Health and wellness policies, prescripts, strategies and programmes. Develop and facilitate the implementation of proactive interventions: financial wellness interventions, mental health, GBV & femicide, Substance's abuse related interventions, Retirement planning interventions and etc, in line with the DPSA integrated EH&W strategic framework in the public service 2018 as amended. Plan, monitor and manage Wellness programmes according to strategies, policies inline Budgetary guidelines. Mentor and coach district EAP/HIV and AIDS and TB coordinators by conducting presentations as part of implementing new strategies and programmes. Compile and consolidate reports (monthly, quarterly and annual). Provide administrative support to the EH&W unit. To Coordinates and implement effective and efficient EH&W plans and services to all members. Provide support in the development of or revision of EH&W operational Strategies.

ENQUIRIES : Ms Motshedisi Ramohloki Tel No: (011) 843 6656.

POST : **SENIOR ADMIN OFFICER: E-LTSM PROVISIONING**
REF NO: HO2022/06/15 (2 POSTS)
Directorate: e-Learning

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management or a related three-year qualification with minimum of 2 years' relevant experience. A very good understanding and knowledge of LTSM/ E-Learning procurement processes will be a key advantage. Be familiar with project management and understanding the environment. Knowledge of E-Learning white paper 6 and the GDE E-Learning strategy document. Knowledge of the various Legislative frameworks applicable in the Education sector. Good managerial skills, good interpersonal skills and the ability to handle people in an appropriate manner, organizing ability, computer literacy and typing skills (advanced skills in MS Word, Access and Excel) a requirement. Excellent communication (Verbal and Written) skills. Ability to lead, work in a team as well as individual, ability to work under pressure and meet the deadlines. A valid driver's license is essential.

DUTIES : Provide administration support of the unit. Provide logistical support in the unit. Assist with data related functions for the LTSM processes and procurement. Provide administration support to all projects embarked on within the Directorate. Liaise with schools and districts regarding procurement planning and delivery.

ENQUIRIES : Mr Andrew Mentor, Tel No: 011 355 1292

POST : **IT SUPPORT TECHNICIANS REF NO: HO2022/06/16**
Directorate: IT and Service Management

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology /Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.

DUTIES : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all

GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.

ENQUIRIES : Ms Eva Motshwaedi, Tel No: (011) 843 6724.

POST : **IT SUPPORT TECHNICIANS REF NO: HO2022/06/17 (2 POSTS)**
Directorate: IT and Service Management
Sub- Directorate: District Office Support

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.

DUTIES : Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.

ENQUIRIES : Ms Eva Motshwaedi, Tel No: (011) 843 6724.

POST : **IT SERVICE DESK ANALYST REF NO: HO2022/06/18**
Directorate: IT and Service Management

SALARY : R321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology / ICT or a related three-year qualification plus a minimum of 2 years or more experience in an IT service desk environment. Knowledge of BMC ITSM service desk tool and ITSM processes. Knowledge of call management and call handling tool. Good IT technical knowledge and call management skills. Excellent Client orientation, interpersonal and customer service skills. Good verbal and written communication skills, ability to work under pressure. Ability to work in a team environment. Knowledge of legislative frameworks within the Public Sector will be an added advantage. A+, N+ and ITIL certificates will be advantageous.

DUTIES : Provide first line technical support to all users. Log and acknowledge calls. Regular calls follow-up with users and technicians. Follow up on pending calls. Ensure the adherence of IT policies by users. Attend to user complaints. Minimize service disruptions by operating, supporting, and maintaining day to day operational issues of the Service desk to ensure a stable and efficient environment. Provide office administration support within the business unit. Write reports on service desk Stats on Weekly, Monthly, quarterly and adhoc basis.

ENQUIRIES : Ms Eva Motshwaedi, Tel No: (011) 843 6724.

POST : **IT SUPPORT TECHNICIANS REF NO: HO2022/06/19 (10 POSTS)**
Directorate: School System Development and Technical Support

SALARY : R321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology or related 3-year related qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.

DUTIES : Support the ICT Schools network by installing and configuring ICT equipment in schools. Advise on technical changes in ICT. Liaise between management and Users. Manage and support IT security threats, Support SA SAMS Applications and other IT related applications in Gauteng schools. Provide first line technical support and maintain LAN/WAN to ensure minimum disruption to network connectivity. Support and maintain day to day operational issues of Institutions/schools to ensure a stable and efficient ICT environment. Attend to user complaints. Report on IT usage from all schools. Administer and support GDE user base. Monitor and manage Principal's email accounts and Microsoft Office 365.

ENQUIRIES : Ms Martha Pule, Tel No: 011 355 1242/1234

POST : **APPLICATION ANALYST REF NO: HO2022/06/20**
Directorate: IT Systems and Support Services

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg,
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum 2 years' experience as a systems analyst. A professional certificate in Systems analysis/Software Quality Assurance will be an added advantage. **Knowledge** of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5, An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC), ability to Interpret the User Requirements Specification (URS), knowledge of quality assurance practices and tools are required

DUTIES : Conduct business requirement analysis; identify user specifications and requirements, compile and document Business Requirement Specification, develop and document business processes. collect and perform maintenance on data as per business requirements, perform maintenance of all developed and existing data requirements, identify gap analysis within the Business Process Model. Coordinate the implementation of operational processes solutions to be applied in the business environment; liaise with relevant stakeholders, facilitate workshops with the subject matter experts and other stakeholders, manage the provision of user and system in line with the demand management escalation process. Provide inputs in the development of information systems governance policies, procedures, and guidelines, record standards, methods, and tools. Conduct user training on system functionality, document applications user manuals, perform and manage high level of unit testing, ability to manage multiple and changing priorities, must have driver's license.

ENQUIRIES : Ms Phindile. Ngobeni Tel No: 011843-6740

POST : **SYSTEM DEVELOPER REF NO: HO2022/06/21 (2 POSTS)**
Directorate: IT Systems and Support Services

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum of 2 or more years relevant experience in software development field. Knowledge of RDBMS (Relational Database Management Systems) with experience in SQL Server and SQL Server Reporting Services, Strong understanding of Object-Orientated Programming, Significant experience in C#, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern and .Net Core(Web API and MVC Core), SQL Stored Procedures, XML, JSON and Knowledge working with Web API like Google Maps API is an advantage, Knowledge of DevOps and Microsoft Azure environment will be highly advantageous; Server and back-end development experience. Knowledge of various development platforms and application support; knowledge of legislative framework within the Public Sector; Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Department.

DUTIES : To develop application solutions as specified by the Information Systems, encoding of system applications by converting work-flow information into computer language, develop /design business intelligence dashboards, perform system audits, testing of integrated application systems codes for possible updates/improvements, integration of different platforms in application development, perform system backups, system recovery and upgrades, maintenance and bug-resolution, Help in maintaining development and productions environments, and maintain systems currently housed at the department by performing tasks allocated to them, compile weekly reports.

ENQUIRIES : Ms Phindile Ngobeni Tel No: 011843-6740

POST : **SENIOR PROVISIONING ADMIN OFFICER REF NO: HO2022/06/22 (4 POSTS)**

Directorate: Auxiliary Services and Fleet Management

SALARY : R321 543 per annum
CENTRE : Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized three- year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or a three- year related qualification plus a minimum of 2 years' experience in Supervisory level in Auxiliary Support Services /provision of Admin Support. Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver's license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, Organising skills, Report writing skill, Administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines.

DUTIES : Provide administrative support to the Business Unit. Render assistance during the compilation of the budgeting, audit, and financial functions, monitoring expenditure and resources. Ensure that goods and services are procured according to the procurement and budget plan of the business Unit. Ensure that the correct item, quantity, and quality are delivered according to the purchase order. Follow up on the status of orders and payments, Ensure the implementation of procurement processes and procedures to prevent deviations. Coordinate and monitor assets in the Business Unit. Compile submissions for procurement of goods and services. Compile correspondence, reports, presentations, and other written material for the

Business Unit. Facilitate efficient and effective clean working environment. Liaise with service providers on Waste Management matters and Hygiene Services. Compile monthly reports, Ensure the provision of cleaning material and equipment to all cleaners. Prepare inventory management for cleaning material. Liaise with property owner about the day-to-day maintenance of ablution. Oversee the provision of general assistant work. Monitor and ensure that the function of loading and off-loading furniture to relevant destinations is performed. Monitor and ensure that government vehicles are cleaned. Implement Auxiliary Support policies, guidelines, and procedures. Participate in the development and review of the uniform and protective clothing policy. Ensure Compliance to Occupational Health and Safety Policy that spot check is conducted on a weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure that Performance Management System is executed. Allocate and ensure quality of work.

ENQUIRIES : Mr Joe Mokhosi Tel No: (011) 355 0761

POST : **SENIOR ADMIN OFFICER: GG VEHICLE MANAGEMENT REF NO: HO2022/06/23**
Directorate: Auxiliary and Fleet Management

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration /Public Management/ Transport Management/ Business Management or a three-year related qualification plus a minimum of 2 years relevant working experience in Transport. Knowledge of Transport policies (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written), supervisory skills, Report writing skills, Problem solving skills, Planning and Organising skills and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence(manual). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

DUTIES : Supervise and Render Fleet administration services within the Department. Administer the cost-effective utilisation of government-owned fleet, eliminate, and reduce fruitless expenditure (PFMA and Treasury Regulation compliance). Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-FleeT vehicles asset register. Ensure that all users of government owned vehicles are inducted on vehicle policies and driver's skills assessment are conducted before they can be allocated with vehicles. Facilitate the requisition of vehicles for special project e.g. Exams from g-FleeT during exam time. Administer g-FleeT Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Execute daily office record keeping. Ensure GG vehicles are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for GG vehicles takes place monthly. Issue and update trips on the ELS System. Attendance of monthly meetings and provide feedback to the team. Manage the case register and deal with all Risk Elements relating to transport. Coordinate the acquisition of parking facilities. Implement the parking policy. Guide, train and advice staff on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies.

ENQUIRIES : Mr Robert Mudau Tel No: (011) 843 6898

POST : **SYSTEM ADMINISTRATORS REF NO: HO2022/06/24 (2 POSTS)**
Directorate: School System Development and Technical Support

SALARY : R 321 543 per annum
CENTRE : Head Office, Johannesburg

- REQUIREMENTS** : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology or a related 3-year qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.
- DUTIES** : Efficient and effective management of LAN/WAN at GDE schools. Ensure mandatory good practice. Management of network security throughout GDE school's ICT infrastructure. Manage, monitor and report on IT related special projects. Distribution of dongles and manage LAN connectivity at the smart schools. Ensure that there is always connectivity at the smart schools. Monitor and manage the roll out of technology devices to schools. Hardware asset management.
- ENQUIRIES** : Mr Sipho Kunene, Tel No: 011 355 1242
- POST** : **SENIOR STATE ACCOUNTANT REF NO: HO2022/06/25 (6 POSTS)**
Directorate: Management Accounting
- SALARY** : R 321 543 per annum
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or a three-year related qualification plus 1-year experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver's license is essential.
- DUTIES** : Prepare cost centre original budget documents. Populate the districts split budget template. Cost the operational plans. Prepare cash flow projections that correlate with the indicative allocation. Submit the projections to the relevant office. File signed budget copies. Analyze spending patterns for the business unit. Prepare and submit adjustment budget movements. Keep records of adjustment budget documents. Capture the budget on the Basic Accounting System (BAS). Capture adjusted budget on BAS per programme and economic classification. Capture year-end movements on BAS per programme and economic classification. Keep records of single year budget reports. Undertake analysis of expenditure and clearing of misallocations. Analyze expenditure including compilation of Matlotlo reports. Provide support to Business Units on the amendment of errors identified during the analysis report. Ensure that the process of clearing misallocations is fast-tracked by parking journals within 48 hours. File the expenditure analysis report. Advice and support Business Units on expenditure related matters and reporting. Provide inputs to monthly Expenditure Analysis Report, Matlotlo Report, and adhoc Reports. Provide inputs during the consolidation of cash flow projections of the department as per PFMA section 40 requirements. Guide and support Business Units on expenditure related matters. Attend to audit and expenditure management queries. Report progress and bottlenecks to the Supervisor and during the Directorate meetings. Verify availability of budget before procurement process. Verify requisition forms for Goods & Services in line with Operation Plan, Cash flow, Procurement Plan and the SCOA allocations. Verify accuracy of allocations on created purchase orders. Check the status of payments and ascertain that service providers are paid. Prepare monthly and year end accruals and commitments for submission.
- ENQUIRIES** : Ms Matshidiso Kobe Tel No: (011) 355 0303

POST : **SENIOR ADMINISTRATION OFFICER: ITSM REF NO: HO2022/06/26 (3 POSTS)**

Directorate: School IT Service Management

SALARY : R 321 543 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognised 3- year National Diploma/Degree in Public Administration/ Information Systems/ Computer Science or related three-year qualification plus a minimum of 2 year' experience working in Public Administration and must have worked in e-Learning related environment. Knowledge of the Treasury Regulations, Configuration Management, departmental systems (BAS, etc.). IT Risk Management practices. Knowledge of relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of current technology developments and future trends. Knowledge of current technology developments and future trends. Good verbal and written communication, Project Management, Planning, analysis, conceptualizing and problem solving and financial management. A valid driver's license is essential.

DUTIES : Provide administrative support in the initiating and planning process for ICT projects in schools. Capture all the identified school ICT needs and requirements. Provide assistance in the development of resource plans and timelines to deliver against agreed ICT projects in schools. Provide support to schools in implementing e-learning. Provide support in monitoring stakeholders in compliance with service level agreement (SLA). Provide administrative support for all ICT project activities in schools. Provide ICT equipment to the schools as per the ICT plan. Track project planned requirements during the project execution and ensure that they are in line with ICT strategy. Collate and consolidate project budget reports/ financial information and submit to the Project Manager. Provide end to end administrative support to the schools for day-to-day ICT operations/ activities. Distribute and transfer all school's allocated ICT Assets to schools. Assist in the collation of a report on the ICT Asset damages, thefts and security breaches. Check if schools comply with the ICT regulations and policies. Assist schools in maintaining their ICT Asset Inventory. Monitor efficiency of Schools ICT Asset Register. Provide supervision to personnel in the Business Unit. Allocate duties to subordinates. Compile the work plan, performance development plans, job descriptions and performance agreements of staff and ensure that they are assessed in line with the PMDS policy.

ENQUIRIES : Ms Tshifhiwa Ramaphala Tel No: 011 355 1257

POST : **TECHNICIANS (COMMUNICATION TECHNOLOGY REF NO: HO2022/06/27 (2 POSTS)**

Directorate: School System Development and Technical Support

SALARY : R 321 543 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Information Technology or a related 3-year qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.

DUTIES : To manage and constantly monitor the continuous functioning of the LAN and WAN connectivity. Troubleshooting monitoring WAN and LAN connectivity and ensure 80% uptime and functionality. Smart Classroom Devices Connectivity, APN / Broadband Connectivity, Wi-Fi connectivity. Tracked and monitored network connectivity incidents and escalations within 16 working hours. Incident Management and Monitoring. Antivirus & Windows Patch Management. Hardware and Software Support. ICT Asset and Management of ICT schools.

ENQUIRIES : Mr Siphon Kunene, Tel No: 011 355 1242

POST : **SENIOR ADMIN OFFICER (2 POSTS) REF NO: HO2022/06/28**

Directorate: Maintenance Projects / Programmes

: Sub Directorate: Maintenance & Work Inspections

SALARY : R 321 543 per annum

CENTRE: : Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management or a related three-year qualification plus a minimum of 2 years' experience in Administration, Financial Administration, Records Management, administration in the planning and delivery of infrastructure projects, and Assets Management. Knowledge of Public Service Act and Regulations. Financial Procedures, Treasury Regulations and other Financial and SCM Prescripts. Other relevant Prescripts governing Public Service, Batho Pele principles. Computer literacy, Communication, Project Management, Interpersonal relations, Presentation, technical and interpersonal skills. People management, report writing, good problem solving and analytical skills. A valid driver's license is essential.

DUTIES: Provide effective administrative support to the Maintenance Unit. Monitor assets in the Business Unit. Co-ordinate procurement of goods and services. Render assistance during compilation of the budgeting audit and financial functions. Co-ordinate and maintain office and logistical activities such as subsistence and travel claims, requisition of stationery, printing, document binding, faxes, e-mail, deliveries and other requests. Compiling correspondence, reports, presentations, and other written material for the Maintenance Unit. Liaise with Works Inspectors to ensure that all queries and calls logged are appropriately attended to. Keep an up-to-date record of all open and closed services. Ensure an up-to-date record of contractor outstanding payments. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Liaise with internal and external stakeholders. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Monitor the tracking of files and correspondences. Monitor the scanning and filing of documents and other correspondences into the repository. Comply with policies, prescripts, and other processes and procedures within the Business Unit. Keep abreast with new policies and other regulatory requirements. Provide policy related advice to the stakeholders. Provide supervision to personnel in the Business Unit. Supervise staff. Allocate and ensure quality of work. Train and develop staff. Assess staff performance. Apply discipline.

NB: Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.

ENQUIRIES : Ms Sissy Baduza Tel No: 011 843 6684

POST : **SENIOR PROVISIONING ADMIN OFFICER (4 POSTS)**

Sub-directorate: Finance and Administration

Unit: Provisioning and Administration for Institutions

SALARY : R 321 543 per annum

CENTRE : Johannesburg West District Ref No: JW2022/06/29

Sedibeng West District Ref No: SW2022/06/30

Johannesburg East District Ref No: JE2022/06/31

Gauteng North District Ref No: GN2022/06/61

REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Financial Management/Financial Accounting/Accounting/Management Accounting or a related three-year qualification plus a minimum of 2 years' relevant experience in a finance environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, good verbal and written communication skills Planning and organization and Good inter-

- personal relations. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** :
- Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.
- ENQUIRIES** :
- Mr Lizwe Jaftha Tel No: 011 831 5433 (JW)
 Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
 Ms Matlhodi Moloto Tel No: 012 846 3641 (GN)
 Ms Bertha Mlotshwa Tel No: 016 594 9207 (SW)
- POST** :
- SENIOR STATE ACCOUNTANTS (4 POSTS)**
 Sub Directorate: Finance & Administration
 Unit: Finance Management
- SALARY CENTRE** :
- R 321 543 per annum
 Johannesburg South District Ref No: JS2022/06/32
 Sedibeng East District Ref No: SE2022/06/33
 Johannesburg East District Ref No: JE2022/06/34
 Tshwane South District Ref No: TS2022/06/70
- REQUIREMENTS** :
- An appropriate recognized 3- year National Diploma/Degree (NQF Level 6/7) in Financial Management/ Accounting/Economics/Public Finance/Cost and Management Accounting or related three-year qualification plus a minimum of 2 years' experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver's license.
- DUTIES** :
- Receive Budget Allocation letter for the financial year in respect of the district, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01's are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as

allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/ requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.

ENQUIRIES : Ms Lola Malimagovha Tel No: 011 247 5947 (JS)
Ms Nomathemba Xawuka Tel No: 016 440 1717(SE)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Mr Thabiso Mphosi Tel No: 012 401 6434 (TS)

POST : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING**
(6 POSTS)

Sub Directorate: Transversal Human Resource Services

SALARY : R 321 543 per annum

CENTRE : Johannesburg South District Ref No: JS2022/06/35

Sedibeng West District Ref No: SW2022/06/36

Johannesburg East District Ref No: JE2022/06/37 (2 Posts)

Johannesburg North District) REF NO: JN2022/06/38 (2 Posts)

REQUIREMENTS : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus minimum of 2 years' experience in the Human Resource working environment. Knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, HR Prescripts, Resolutions and White Papers. Knowledge of National and Provincial HR Policy Frameworks. Computer Literacy, Verbal and Written Communication Skills, Project Management. Problem Solving, Presentation, Facilitation and supervisory skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the District. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79 / HR1 to Head Office for publication. Receive and distribute vacancy list within the District (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.

ENQUIRIES : Ms Lola Malimagovha Tel No: 011 247 5947 (JS)
Ms Bertha Mlotshwa Tel No: 016 594 9207 (SW)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Ms Nelisiwe Mashazi Tel No: 011 694 9321(JN)

POST : **CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: TS2022/06/39**
Sub Directorate: Transversal Human Resource Services

SALARY : R 321 543 per annum
CENTRE : Tshwane South District
REQUIREMENTS : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in 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. Applicant must be in a possession of a South African valid driver's license.

DUTIES : To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES : Mr Thabiso Mphosi Tel No: 012 401 6434 (TS)

POST : **SENIOR ADMIN OFFICER (5 POSTS)**
Sub Directorate: Information Systems and Strategic Planning

SALARY : R 321 543 per annum
CENTRE : Tshwane West District Ref No: TW2022/06/40
Tshwane North District Ref No: TN2022/06/41
Sedibeng West District Ref No: SW2022/06/42
Ekurhuleni South District Ref No: ES2022/06/43
Johannesburg East District Ref No: JE2022/06 /44

REQUIREMENTS : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Information Systems, Computer Science, Finance Information Systems or a relevant three-year qualification, plus a minimum of 2 years relevant experience in an Administrative Officer role. Knowledge of relevant prescribed Act, regulations and policies within Government. Computer Literacy, good telephone etiquette, sound organizational skills, verbal and non-verbal communication skills.

DUTIES : Co-ordinate and control data information systems and processes. Ensure that quality of information is collected using the correct systems and processes e.g. SASAMS/Data Quality Assurance Utility, Valistractor and Data Driven Dashboard Application. Capture and maintain district information database. Analyze, verify, interpret, and present data to internal and external clients through data surveys. Provide and maintain effective document management systems. Assist in designing form to collect and store data for future use. Ensure that document storage, archiving, back-up and recovery procedures are functioning correctly. Monitor and review data collection methods, systems and processes to enhance service delivery. Consolidate information and

compile data report for the consumption of all relevant stakeholders. Maintain and distribute documents/packages to various stakeholders as requested. Provide feedback information through both summary and comprehensive reports. Comply with policies, prescripts and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to data management. Keep abreast new policies and other regulatory requirements such as POPI Act. Render general office administration services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics and handle routine enquiries. Keep and maintain the filing system for the district. Keep and maintain the incoming and outgoing data of the schools within the district. Supervision and training of staff. Manage and communicate with staff. Allocate and monitor duties to subordinates.

ENQUIRIES : Ms Priscilla Ravele Tel No: 012 725 1451 (TW)
Ms Rejoyce Manamela Tel No: 012 543 4313 (TN)
Ms Bertha Mlotshwa Tel NO: 016 594 9207 (SW)
Mr Xolani Kheswa Tel No: 011 389 6062 (ES)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)

POST : **SENIOR ADMIN OFFICER (3 POSTS)**
Sub Directorate: Examination Administration

SALARY CENTRE : R 321 543 per annum
Johannesburg Central District Ref No: JC2022/06/45
Sedibeng East District Ref No: SE2022/06/46
Johannesburg South District Ref No: JS2022/06/47

REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Public Administration / Public Management or related three-year qualification plus a minimum of 2 years' relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. Applicant must be in a possession of a South African valid driver's license

DUTIES : Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assures registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes. Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the afore mentioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.

ENQUIRIES : Mr Linda Mabutho Tel No: 012 725 1451 (JC)
Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)
Ms Lola Malimagovha Tel No: 011 247 5947 (JS)

POST : **SENIOR PROVISIONING ADMIN OFFICER REF NO:SE2022/06/49**
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY CENTRE : R 321 543 per annum
Sedibeng East District
REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Supply Chain Management/Logistics Management or a related three-

year qualification plus a minimum of 2 years' relevant experience in Asset Management/Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Asset policy, Public Service Act and Regulation. Knowledge of Traversal systems (SRM, SAP and BAS), Financial & Procurement procedures. Standard Chart of Accounts (SCOA. Excellent communication skills, verbal and written. Presentation, Computer literacy, Interpersonal relations, report writing, time management, analytical. Supervisory and financial management skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES

: Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01's and compare them to the Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01's and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and Service that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good, received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.

Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)

ENQUIRIES

POST

: **CHIEF PERSONNEL OFFICER: HRD (2 POSTS)**
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

SALARY CENTRE

: R 321 543 per annum
: Johannesburg West District Ref No: JW2022/06/50
: Ekurhuleni South District Ref No: ES2022/06/52s

REQUIREMENTS

: An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development or a related three-year qualification plus a minimum of 2 years' relevant experience in the HR working environment. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Supervisory skills, Computer literacy and ability to work under pressure. Applicant must be in a possession of a South African valid driver's license.

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 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

: Mr Lizwe Jaffa Tel No: 011 831 5433 (JW)
Mr Xolani Kheswa Tel No: 011 389 6062 (ES)

POST : **SENIOR PERSONNEL PRACTITIONER (2 POSTS)**
Sub Directorate: Dispute Management

SALARY CENTRE : R 321 543 per annum
: Johannesburg West District Ref No: JW2022/06/53
: Tshwane West District Ref No: TW2022/06/54

REQUIREMENTS : An appropriate recognized three- year National Diploma/Degree (NQF Level 6/7) in Labour relations /Law/Employment relations or a related three- year qualification plus a minimum of 2-3 years' relevant experience in labour relations environment. Knowledge of PSCBC; GPSSBC and ELRC. Knowledge of Employment of educators Act, Treasury Regulations, Public Service Act and Regulations, EEA, PSA, PSR, BCEA, SDA, COIDA, SASA. Good Communication Skills. Client Services. Policy analysis and research, conflict and problem Solving, presentation and Supervisory Skills. A valid driver's license is essential.

DUTIES : Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution Grievances. Investigation of grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELRC. Ensure the implementation of the awards. Provide training and advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advise on Labour Relations matters.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
Ms Priscilla Ravele Tel No: 012 725 1451 (TW)

POST : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: HO2022/06/55.**
Directorate: HRTS

SALARY CENTRE : R 321 543 per annum
: Head Office

REQUIREMENTS : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience as a Personnel Officer in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in 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. Applicant must be in a possession of a South African valid driver's license.

DUTIES : To Provide the administration of conditions of service and employee benefits. Ensure provision of all personnel administration services on Persal for SMS and MMS members. Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration for SMS and MMS members. Ensure the implementation of termination transactions on Persal and current and update records on Persal SMS and MMS members. Support the implementation of termination transactions on Persal and ensure current and update records on Persal SMS and MMS members. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and

early retirement, severance package and exit interviews as well as structuring of packages for SMS and MMS members. Ensure correct reporting lines as well as appointment of SMS and MMS members on ESS. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey areas are well managed. Ensure monthly and weekly reports are compiled and submitted on time. Ensure follow up and engagements with stakeholders on transactions implemented and documents submitted. Ensure the correctness of calculations and submissions. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES : Ms Jabulile Mchunu Tel No: 011 843 6883

POST : **SENIOR ADMIN OFFICER: TRANSPORT (3 POSTS)**
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY CENTRE : R 321 543 per annum
: Gauteng East District Ref No: GE2022/06/56
Johannesburg South District Ref No: JS2022/06/57
Johannesburg West District Ref No: JW2022/06/58

REQUIREMENTS : An appropriate recognized three - year National Diploma/Degree (NQF Level 6/7) in Transport Management or a related three-year qualification plus a minimum of 2 years' relevant experience in Transport management. Knowledge of PFMA, National Transport Circulars. Public Service Act and Regulations. Knowledge of Supply Chain Management Policy and Electronic Log Sheet System. Computer literacy, communication and Supervisory skills. Report writing, interpersonal and problem-solving skills. A valid driver's license is essential.

DUTIES : Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/ quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No.4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy.

Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

ENQUIRIES : Mr Mpho Leotlela Tel No: 011 736 0717 (GE)
Ms Lola Malimagovha Tel No: 011 247 5947 (JS)
Mr Lizwe Jafta Tel No: 011 831 5433 (JW)

POST : **SENIOR ADMIN OFFICER (3 POSTS)**
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY : R 321 543 per annum
CENTRE : Johannesburg East District Ref No: JE2022/06/59
Gauteng West District Ref No: GW2022/06/60
Johannesburg West District Ref No: JW2022/06/48

REQUIREMENTS : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management/ Records and Archives Management or a related three – year qualification plus a minimum of 2 years' relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Applicant must have knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Center. Ensure proper maintenance of the District Office and Teacher Center. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopier) services are rendered. Ensure proper implementation of the file plan. Ensure that the district electronic mail system is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment's are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

ENQUIRIES : Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)
Mr Lizwe Jafta Tel No: 011 831 5433 (JW)

POST : **SENIOR PERSONNEL PRACTITIONER: PMD REF NO: SW2022/06/94**
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

SALARY : R 321 543 per annum
CENTRE : Sedibeng West District

REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Human Resource Management/ Human Resource Development or Public Administration majoring in Personnel Management or a related three-year qualification plus a minimum of 2 years' experience in Performance Management and Development Systems with PERSAL Certificate. Knowledge of relevant Human Resource Prescripts (Public Service Act and Regulations, Educators Act, Basic Conditions of Employment Act, Skills Development Act, Skills Levy Act, Labour Relations Act, HIV/AIDS Workplace Policy, IQMS/QMS

and PMDS Policies). Knowledge and understanding of Human Resource Management Practices and Procedures. Knowledge of PERSAL System and knowledge of Public Finance Management Act. Computer literacy, Communication Skills, Project Management, Interpersonal relations, Presentation skills, Financial Management skills, Report writing and minutes taking. Applicant must be in a possession of a South African valid driver's license.

DUTIES:

Co-ordinate the submission and implementation of Performance Management and Development System. Coordinate the submission of Performance Agreements for SL 1-12 employees by March 31st. Coordinate the submission and receipt of Performance Reviews for SL 1-12 employees by July 31st. Coordinate the submission and receipt of Performance Assessments SL 1-12 employees by September 30th. Coordinate the collection and analysis of educator scores (QMS) statistical data in line with educator performance cycles. Perform quality assurance on the PMDS documentation from the Business Units and receipt of probationary reports to determine first time applicants on the system. Capturing and processing of Performance Agreements, Reviews and Assessments on PERSAL of school and office district officials. Coordinate the correct implementation and capturing of PMDS outcomes on PERSAL for all employees. Facilitate the capturing of Performance Agreements, Reviews and assessments on PERSAL for district and school-based officials (PS staff). Facilitate the collection and capturing of Performance Agreements, Reviews, Assessments on PERSAL for office-based officials (EMS-PMDS) and quality assure submitted documents vs. the approved job description. Facilitate the capturing of QMS Performance Agreements, Reviews and Assessments on PERSAL for school-based educators. Compile of pre-payment exception submission to request post-payment exception reports from Head Office to verify accuracy and eligibility of incentives paid to employees. Collate the provision of Annual Incentives and Pay Progression on PERSAL for qualifying district officials and school-based officials. Facilitate payment of performance bonuses for employees in the District and Institutions (PS staff). Ensure Maintenance of Performance Management and Development Systems database/ records. Ensure the storage of PMDS reports and statistics for the district and schools. Ensure maintenance of PMDS electronic and manual records on PERSAL. Coordinate the provision of PERSAL report to alleviate audit queries. Conduct refresher training for PMDS (PS) to newly appointed and promoted employees in Districts and schools. Provide administrative support services for the Business Unit. Draft and submit training plans to relevant stakeholders and PMD unit. Coordinate the collection and submission of Performance Assessment for educators scores (QMS) statistical data in line with educator performance cycles for the deliberation of the Moderating Committee. Perform data capturing and effective record keeping in the Unit. Provide secretarial and administrative support for meetings and workshops as part of PMDS training and implementation, interpreting and explaining the PMDS policies and procedures to the district and schools' personnel.

ENQUIRIES

: Ms Bertha Mlotshwa TEL: (016) 594 9193

POST

: **SENIOR COMMUNICATION OFFICER: SOCIAL MEDIA AND CAMPAIGNS**
: **REF NO: HO2022/06/95**
: Directorate: External Communication and Media Liaison

SALARY
CENTRE:

: R 321 543 per annum
: Head Office, Johannesburg

REQUIREMENTS:

An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Communication/ Public Relations/ Digital & Social Media Marketing or a related three-year qualification plus a minimum of 2 years' experience in a communication environment as recognized by SAQA. Knowledge of social dynamics of communities, relevant education acts and policies. Knowledge of GPG and GDE policies and procedures. Knowledge of the Public Service Act and Regulations. Strong understanding of social media and campaigns. Public Finance Management Act. Basic graphic design skills and knowledge. Public procurement procedures and financial related policies. Computer literacy. Good verbal and written communication. Planning and organisation. Good inter-personal relations.

DUTIES:

Facilitate the development and execution of communication tactics aimed at marketing/promoting and maintaining good image for the department, especially on social media. Develop weekly, monthly, quarterly and annual social media plans, in conjunction with the Deputy Director: Social Media and Campaigns. Develop and consolidate strong social media ties and outreach to public and various stakeholders. Develop coherent messaging for social media campaigns. Ensure GDE social media platforms adhere to all legal requirements (copyrights etc). Assist in the development of social media products. Participate in departmental communication planning and task teams. Manage and brief interns. Supervise, monitor and report the impact of GDE social media campaigns. Assist with graphic design services for social media. Provide support and sustain good relations with internal and external stakeholders. Accompany the Executive Authority/ Departmental Head on request to events and public meetings. Ensure efficient creation/ distribution and control of virtual communication (social media) within the department. Provide exceptional services in circulating virtual communication. Develop content for print, broadcast and virtual media. Facilitate the verification that the Executive Authority/ Departmental Head's accurate stories and picture to be posted on Social Media and blogs. Participate in the development of a communication policy, procedures and guidelines for key departmental programmes and social media campaigns. Analyse each weekly/ monthly social media publicity reports and compare it with previous weeks/ months. Monitor social media platforms daily and advise the Management within the Directorate and GDE. Provide advice and guidance in respect of all Communication services, policies, systems and development. Facilitate and coordinate training of departmental officials in terms of social media procedures (social media policy) in dealing with departmental content. Ensure that profiles are updated and available on all Social Media platforms (Facebook/twitter/ blogs). Make necessary corrections on factual inaccuracies in the social media, including the usage of the correct corporate identity imagery and documents. Supervise and develop Staff. Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously. Provide continuous coaching and mentoring of subordinates. Assist in the provisioning of stationery and office supplies. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance.

ENQUIRIES

: Mr Khuitsemang Diseko: Tel No: 011 355 1565

POST

: **PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2022/06/62**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS

: R261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES

: Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on leave for ill-health retirement) policy, guidelines, strategies, and procedures and implement thereof. Conduct desktop research on Human Resource best

practices. Analyse departmental PILIR policy, guidelines, strategy and Human Resource procedure manuals to identify gaps. Coordinate the approval of PILIR guidelines and strategy in consulting with relevant stakeholders. Monitor compliance on PILIR process and procedures in line with relevant stakeholders. Create awareness on PILIR procedures by conducting workshop, interpreting and explaining the PILIR policies and procedures to the Department personnel. Provide support with the implementation of PILIR transaction on Persal. Receive and verify required supporting documents of independent medical assessment from a sick employee. Update PILIR tracking grid for their respective cluster/office participate in the implementation of effective and efficient administrative systems and procedures within the Directorate.

ENQUIRIES : Mr VE Netshithuthuni: Tel No: 011 843 6865

POST : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (4 POSTS)**

Sub Directorate: Transversal Human Resource Services

SALARY : R261 372 per annum

CENTRE : Sedibeng West District: Ref No: SW2022/06/63

Johannesburg North District: Ref No: JN2022/06/64

Johannesburg East District: Ref No: JE2022/06/65

Johannesburg West District: Ref No: JW2022/06/66

REQUIREMENTS : Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in a possession of a South African valid driver's license.

DUTIES : Coordinate the provision of all personnel administration services on Persal. Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file. Approve/ Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES : Ms B Mlotshwa Tel No: 016 594 9207 (SW)

Ms N Mashazi Tel No: 011 694 9321 (JN)

Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)

Mr Lizwe Jaftha Tel No: 011 831 5433 (JW)

POST : **CHIEF REGISTRY CLERK REF NO: JW2022/06/67**
Sub Directorate: Auxiliary Services
Unit: Office Service Pool

SALARY : R 261 372 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus a minimum of 3 -5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver's license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433

POST : **CHIEF ADMIN CLERK REF NO: JW2022/06/68**
Sub Directorate: Education Support

SALARY : R 261 372 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support. and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433

POST : **CHIEF ADMIN CLERK REF NO: GW2022/06/69**
Sub-Directorate: Curriculum Management and Delivery

SALARY : R 261 372 per annum
CENTRE : Gauteng West District

- REQUIREMENTS** : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
- DUTIES** : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
- ENQUIRIES** : Ms Louisa Dhlamini Tel No: 011 660 4581
- POST** : **CHIEF ADMIN CLERK (3 POSTS)**
Sub-Directorate: Transversal Human Resources Services
- SALARY CENTRE** : R 261 372 per annum
Gauteng North District: Ref No: GN2022/06/71
Gauteng West District: Ref No: GW2022/06/72
Sedibeng East District: Ref No: SE2022/06/73
- REQUIREMENTS** : Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
- DUTIES** : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
- ENQUIRIES** : Ms Matlhodi Moloto Tel No: 012 846 3641 (GN)
Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)
Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)

<u>POST</u>	:	<u>CHIEF ADMIN CLERK REF NO: TN2022/06/74</u> Sub-Directorate: Head of the District (Office of the Director)
<u>SALARY</u>	:	R 261 372 per annum
<u>CENTRE</u>	:	Tshwane North District
<u>REQUIREMENTS</u>	:	Grade 12 plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.
<u>ENQUIRIES</u>	:	Ms Rejoice Manamela Tel No: 012 543 4313
<u>POST</u>	:	<u>CHIEF ADMIN CLERK: AUXILIARY SERVICES (2 POSTS)</u> Sub Directorate: Finance & Administration Unit: Office Service Pool
<u>SALARY</u>	:	R 261 372 per annum
<u>CENTRE</u>	:	Johannesburg West District: Ref No: JW2022/06/75 Tshwane West District: Ref No: TW2022/06/76
<u>REQUIREMENTS</u>	:	Grade 12 certificates plus a minimum of 3-5 years' relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license.
<u>DUTIES</u>	:	Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise

human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433 (JW) ,
Ms Priscilla Ravele Tel No: 012 725 1451 (TW)

POST : **CHIEF REGISTRY CLERK (2 POSTS)**
Sub Directorate: Transversal Human Resources Services

SALARY CENTRE : R 261 372 per annum
Gauteng North District: Ref No: GN2022/06/77
Tshwane North District: Ref No: TN2022/06/78

REQUIREMENTS : Grade 12 with minimum of 3 years relevant registry support experience in a Human Resource Registry. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver's license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Ms Mathodi Moloto Tel No: 012 846 3641 (GN)
Ms Rejoice Manamela Tel No: 012 543 4313 (TN)

POST : **CHIEF ADMINISTRATION CLERK: MEDIA RELATIONS REF NO: HO2022/06/79**
Directorate: External Communication and Media Liaison

SALARY CENTRE : R 261 372 per annum
Head Office, Johannesburg

REQUIREMENTS : Grade 12 certificates plus a minimum of 3-5 years' relevant experience in Administrative Support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations, communication, media policies and guidelines. Knowledge of BAS, LOGIC. Excellent communication skills (verbal and written), computer literacy, planning and organization

DUTIES : Recording, organising, storing, capturing and retrieving correspondence and data with media for the Directorate. Supervise and render general office support services as well as assist with Media Enquiries. Updating the GDE Media Database monthly. Assist with arranging media interviews and briefings as well as booking vehicles for events. Keep and maintain the filing system for the Media Relations sub-directorate. Provide media relations support at Departmental events. Assist with arranging media briefings and networking sessions. Contribute to the development of media plans and strategies. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to procurement of goods and services for the Media Relations sub-directorate. Provide administrative support such as writing, compilation, collation and minute taking. Keep and maintain the asset register of the sub-directorate. Supervise and provide personnel and financial administration and clerical support services within the component. Maintain a leave and attendance register for the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Apply discipline.

ENQUIRIES : Mr Khuitsemang Diseko: Tel No: 011 355 1565

POST : **CHIEF ADMINISTRATION CLERK: STAKEHOLDER MANAGEMENT REF NO: HO2022/06/80**
Directorate: Internal Corporate Management

SALARY CENTRE REQUIREMENTS : R 261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in Government Communication. A qualification in Public Relations/Marketing/Communication will be an added advantage. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of digital communication. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license

DUTIES : Render general office support services in the office of the Director. Record, organise, store, capture and retrieve correspondence and data. Keep and maintain the digital filing system for the component. Work with confidential documents and ensure safe keeping. Type basic letters and/or other correspondence when required. Assist with coordinating stakeholder events. Research new ways to engage different stakeholders. Handle routine enquiries from stakeholders. Distribute documents/packages to various stakeholders as required. Keep and maintain the asset register for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms Brenda Mabaso: Tel No: 011 355 0201

POST : **PRINCIPAL PERSONNEL OFFICER: HR INFORMATION AND POST PROVISIONING REF NO: HO2022/06/81**
Directorate: Organisational Development

SALARY CENTRE REQUIREMENTS : R 261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Must have knowledge of Public Service Act and Regulations, Employment of Educators and Employment Equity Acts, South African Schools Act, PPN Model, ELRC Resolutions. Good communication skills (Verbal and Written), Computer Literacy, Time Management, Planning and Organizing, Emotional Intelligence.

DUTIES : Collate HR Data requested by the line functions. Analyse data specification in line with the request. complete required input documents to facilitate data entry of information in standard format. Capture data, update, and maintain the source documents used in collation of data. Authenticate and distribute post establishment data and other relevant documents to stakeholders. Provide accurate HR information to employees and managers. Prepare statistical data and dashboards to support the reporting requirements of the unit. Assist in the preparation and typing of reports and make recommendations regarding improving efficiency. Monitor Persal implementation of growth posts, grading levels and post establishment. Investigate, develop and implement work practices and procedures that further enhance the efficiency of the unit. Process documents for archiving and completing all processing steps in accordance with established procedures. Create and maintain tracking systems relevant to incoming work.

ENQUIRIES : Ms Mpho Diseko: Tel No: 011 843 6514

POST : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: HO2022/06/82**
Directorate: HRTS

SALARY CENTRE REQUIREMENTS : R 261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience as a Personnel Officer in the HR working environment. in HR working environment. Knowledge of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in 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. A valid driver's license is essential.

DUTIES

: Coordinate the provision of all personnel administration services on Persal for SMS and MMS members. Support implementation of appointments of PERSAL for SMS and MMS members. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity for SMS and MMS members. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration for SMS and MMS members. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file for SMS and MMS members. Approve/ Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Co Ordinate reporting lines as well as appointment of SMS and MMS members on ESS Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

ENQUIRIES

: Ms Jabulile Mchunu: Tel No: 011 843 6883

POST

: **PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (3 POSTS) REF NO: HO2022/06/83**
Directorate: Recruitment and Selection

**SALARY
CENTRE
REQUIREMENTS**

: R 261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills. Ability to work in a team and independently. A valid driver's license is essential.

DUTIES

: Provide administrative services in the transfer of officials, re-employment of educators and files for recommendation for appointments. Provide administrative services, in the redeployment and absorption of staff within and additional to the establishment, as well as the in the placement of bursary holders. Assist in monitoring placed and unplaced graduates for Funza Lushaka. Provide support in the collation and compilation of reports e.g. progress/weekly/monthly reports, etc. Assist in monitoring the utilisation of all posts as per allocated post establishment and provide reports. Provide support in monitoring vacancy rate and conducting human resource trend analysis into recruitment and selection patterns. Maintain an up-to-date database for response handling, recruitment and selection appointments, movements, placements and retention of staff. Respond to enquiries received from internal and external stakeholders. Assist in the compilation and forwarding of submissions to HOD/MEC or as per approved delegations. Assist in coordination and publication of vacancy lists and the advertisement of departmental vacancies.

ENQUIRIES

: Ms Tlaleng Ngubeni: Tel No: 011 843 6544

POST : **PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING REF NO: HO2022/06/84**
Directorate: Recruitment and Selection

SALARY CENTRE REQUIREMENTS : R 261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills.

DUTIES : To provide effective and efficient recruitment. Assist in the implementation of the GDE's recruitment, selection, retention and placement strategies. Assist in the provisioning of administration services for all response handling, recruitment, selection, appointments, transfers, placement and retention of staff. Provide support in the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Assist in advising various stakeholders on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Facilitate compliance, background and reference checks.

ENQUIRIES : Ms Tlaleng Ngubeni: Tel No: 011 843 6544

POST : **CHIEF ADMIN CLERK REF NO: HO2022/06/85**
Directorate: Dispute Management

SALARY CENTRE REQUIREMENTS : R 261 372 per annum
: Head Office, Johannesburg
: Grade 12 plus a minimum of 3-5 years' experience in the Administrative or Clerical Support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of PERSAL will be added advantage. Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel), Planning, organising and supervisory skills. Ability to work under pressure, work independently and meet deadlines. A valid driver's license.

DUTIES : Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture disciplinary and grievance cases on PERSAL. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Liaise with service providers regarding payments. Keep record of captured invoices and payments. Prepare RLS01 and facilitate RLS02 for processing. Ensure the information is captured correctly. Supervise human resources/staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES : Mr Milton Mashele: Tel No: 011 355 1506

POST : **PERSONAL ASSISTANT REF NO: HO2022/06/86**
Directorate: Enterprise Risk Management

SALARY : R 261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Mr Puledi Selepe Tel No: (011) 355 1154

POST : **PERSONAL ASSISTANT REF NO: HO2022/06/87**
Directorate: Auxiliary Services and Fleet Management

SALARY : R 261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Provide support to senior manager regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Mr. Joe Mokhosi Tel No: (011) 355 0761

POST : **SENIOR LIBRARIAN REF NO: JW2022/06/89**
Sub-Directorate: LTSM

SALARY : R 261 372 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : A Bachelor's degree or National Diploma in Library and Information Science and 3 years' experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computer skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver's license

DUTIES : Collection development: establish user's needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.

ENQUIRIES : Mr. Jafta Lizwe Tel No: (011) 831 5433

POST : **CHIEF PROVISIONING ADMIN CLERK REF NO: TN2022/06/90 (2 POSTS)**
Sub-Directorate: Finance and Administration
Provisioning and Administration for Institution

SALARY : R261 372 per annum
CENTRE : Tshwane North District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms. Rejoice Manamela Tel No: (012) 543 4313

POST : **CHIEF PROVISIONING ADMIN CLERK) REF NO: JS2022/06/91 (2 POSTS)**
Sub-Directorate: Provisioning and Administration

SALARY : R 261 372 per annum
CENTRE : Johannesburg South District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.

- DUTIES** : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
- ENQUIRIES** : Ms. Lola Malimagovha Tel No: 011 247 5966
- POST** : **CHIEF PROVISIONING ADMIN CLERK REF NO: TW2022/06/92**
Sub-Directorate: Finance and Administration
Provisioning and Administration for Institution
- SALARY** : R 261 372.00 per annum
CENTRE : Tshwane West District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver's license will be an added advantage.
- DUTIES** : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.
- ENQUIRIES** : Ms. Priscilla Ravele Tel No: (012) 725 1451

POST : **TRANSPORT OFFICER: MESSAGING REF NO: HO2022/06/93 (3 POSTS)**
Sub-Directorate: Auxiliary Services and Fleet Management

SALARY : R 261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant experience in messaging services. Knowledge of Knowledge of PFMA, Transport policies, Public Act Regulations, Memorandum of Understanding and Batho Pele Principles. Good interpersonal skills, communication skills (verbal and written), Report-writing, Time management skills, Organising skills and Analytical skills, Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver's licence(manual). Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

DUTIES : Supervise and allocate drivers/ messengers to the relevant unit. Identify and assign driver/messenger on the database as per specifications. Update a driver/messenger database. Compile monthly reports for the unit. Respond to queries related messenger and driver messengers. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official. Supervise and render driving support services. Encourage drivers to inspect vehicles/equipment on a regular basis and report the defects. Consolidate a report on defects and submit to fleet management to action. Supervise and ensure that vehicle logbook and, trip authorization for the vehicle is completed. Supervise and render messenger support services. Monitor and oversee the recording and controlling of correspondence register. Supervise the sorting and arrangement of correspondences in the registry. Facilitate and oversee the collect, distribute, and circulate correspondences (mail, parcels, documents, and files). Ensure that Performance Management of subordinates are executed. Submission of monthly reports.

ENQUIRIES : Mr. Robert Mudau Tel No: (011) 843 6898