ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS:

- **Districts Ekurhuleni North (EN)**: Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel: (011) 746-8190

- **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 [GE]**: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Mpho Leotlela TEL: (011) 736-0717

- **Gauteng North [GN]**: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel: (012) 846-3754

- **Gauteng West [GW]**: Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel: (011) 660-4581

- **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

- **Johannesburg East [JE]**: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109

- **Johannesburg North [JN]**: Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelsiwe Mashazi: TEL: (011) 694 9378

- **Johannesburg SOUTH [JS]**: Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957

- **Johannesburg West [JW]**: Physical Address: 20 Madeline street Florida Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta: TEL: 061 483 3054

- **District Sedibeng East [SE]**: Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: TEL: (016) 440-1861

- **District Sedibeng West [SW]**: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Mlotshwa TEL: (016) 594 9193

- **District Tswana North [TN]**: Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Ephraim Magakoa TEL: (012) 543 1044

- **District Tswana 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 Tshawane West [TW]**: Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravene TEL: (012) 725 1451, 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

CLOSING DATE: 15 February 2019

NOTE:
Application must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently Updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months after the closing date please accept that your application was unsuccessful.
OTHER POSTS

POST 04/106 : SENIOR ADMIN OFFICER REF NO: HO2019/01/07
Directorate: E-Learning LTSM

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 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: 084 657 6544

POST 04/107 : IT SUPPORT TECHNICIANS REF NO: HO2019/01/08 (X6 POSTS)
Directorate: IT Support Services

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Information Technology or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of legislative frameworks within the public sector will be an added advantage and knowledge of ITIL processes will be 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 : Support the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and Users, Manage any virus threats. Provide first line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by operating, 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. Printer maintenance, installation, configuration and testing of networks for all new ICT equipment including all Gauteng school’s users.

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

POST 04/108 : IT SUPPORT TECHNICIANS REF NO: HO2019/01/09 (X18 POSTS)
Directorate: IT Systems Development and Support (Institutions)

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience or Grade12 with additional IT qualifications A+ or N+ or MCSE. Knowledge of Microsoft products and packages. Two 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**

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: 083 284 1345 or Tel No: (011) 639 8400

**POST 04/109**

SENIOR ADMIN OFFICER REF NO: HO2019/01/10
Chief Directorate: THRS

**SALARY**

R299 709 per annum (plus benefits)

**CENTRE**

Head Office

**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in MS Excel, MS Word MS Access and MS Office. Ability to work under pressure. Conflict management, Financial management and Project Management skills necessary. Sound verbal and written communication skills required. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license is a pre-requisite.

**DUTIES**

To assist with facilitation of key administrative functions within the Chief Directorate: School Management. To ensure that the daily administrative processes within the office is managed effectively and timeously. Assist with the collation of reports. Provide secretarial services to the office of the Chief Director: School Management in terms of scheduling meetings, drafting agendas and minute taking. Liaise with internal and external stakeholders and prepare responses to queries. Assist to monitor the expenditure usage in the office of the Chief Director: School Management in line with the procurement plans and the approved budget. Perform other duties assigned or delegated by immediate supervisor.

**ENQUIRIES**

Ms Tapile Ncumisa, Tel No: (011) 843 6812

**POST 04/110**

SENIOR ADMIN OFFICER REF NO: HO2019/01/11
Chief Directorate: Legal Services & Dispute Management

**SALARY**

R299 709 per annum (plus benefits)

**CENTRE**

Head Office

**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/ Degree or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of government Legal and Labour processes, PFMA, Batho Pele principals, Treasury Regulations and Asset Management Guideline, Thorough understanding of Public Service and Educational environment. Computer literacy skills, administrative, analytical, planning and organizational skills. Good communication skill, excellent written and verbal communication with both external and internal stakeholders. Assertive, trustworthy and professional with integrity. A motivated, self-driven, results orientated individual. Ability to work independently and as part of a team. Ability to interact with people at various levels. Ability to work under pressure and beyond normal working hours. A valid driver’s license is essential.
DUTIES: Provide support in performance of Chief Director’s duties, implement manage appropriate and adequate administration systems and processes within the office of the Chief Director. Action the proceedings of strategic tasks from minutes of meetings in line with responsibilities as directed by the Chief Director, Follow-up on decisions taken during meetings, ensure that reports are received and sent out on time, Compile annual, monthly and quarterly reports for the effective monitoring and tracking of activities within the Chief Director’s office. Ensure that the Chief Director has all the relevant documents for meetings and that those records are kept of decisions taken, Advise the Chief Director on pertinent administrative issues. Assist in overseeing general office management and supervise the Office Service Pool, Prepare Performance Appraisal Forms, job descriptions and submit Appraisals, Manage and monitor the office of the Chief Director.

ENQUIRIES: Ms. Jackie Manyapye Tel No: (011) 355 0505

POST 04/111: SYSTEM ADMINISTRATORS REF NO: HO2019/01/12 (X2 POSTS)
Directorate: IT Systems Development and Support

SALARY: R299 709 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: An appropriate recognized 3-year National Diploma/ Degree in Information Technology or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of Microsoft products and packages. Two 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.


ENQUIRIES: Mr. Sipho Kunene Tel No: 083 284 1362

POST 04/112: SENIOR ADMIN OFFICER REF NO: HO2019/01/13
Directorate: Programme Management

SALARY: R299 709 per annum (plus benefits)
CENTRE: Head Office
REQUIREMENTS: An appropriate recognized 3-year National Diploma/ Degree in Human Resource Development or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of Public Service Legislation. Competencies: Communication Skills; Planning and Organising Skills; Stakeholder and Client Liaison Skills; Project Administration Skills. Problem Solving Skills; Ability to work in a team and independently. Knowledge and understanding of the Adult Education and Training process is Compulsory. A valid driver’s license is essential.


ENQUIRIES: Ms. Lydia Phehla Tel No: 011 355 1005
POST 04/113 : CHIEF PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND COMPENSATION REF NO: HO2019/01/14
Directorate: HRTS
Sub-Directorate: Strategic Operation Support

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Human Resource or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience in establishment administration. Knowledge of PERSAL, 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. A valid driver’s license is essential.

DUTIES : To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, manage and assess the performance of subordinates.

ENQUIRIES : Mr. L Banda: Tel No: 071 474 6176

POST 04/114 : SENIOR ADMINISTRATION OFFICER: WEBSITE/PORTAL INFORMATION REF NO: HO2019/01/15
Directorate: Internal Communication

SALARY : R299 709 per annum (plus benefits)
CENTRE : Head Office
REQUIREMENTS : An appropriate recognized 3-year National Diploma/ Degree in Webpage Design or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience in publishing information and announcements on government web pages (Internet and Intranet). Good knowledge and understanding of HTML and SharePoint as well as editing tools and at least minimum of 3 years working experience in SharePoint system competences in Internet and HTML. Knowledge of communication policies of the Department. Minimum Information Security Standards (MISS), Business writing skills and Computer literacy (Microsoft office) will be an added advantage. Enthusiastic individual who recognizes the importance of knowledge and information to a business support program within the Department. Ability to understand a document range of customer requirements and to translate into quality web-based solutions. Knowledge of Public Service Act and relevant Regulations, Government Communication Policies and practices, Public Access to Information Act. Good communication skills. Good Interpersonal relation, understanding of legal issues, such as online copyright, an excellent grasp of English grammar, punctuation and spelling, ability to write for a target audience. A valid driver’s license is essential.

DUTIES : Update, and maintain content on the web portal and intranet. Research and write articles for the website. Liaise with web content managers to determine their web based needs and requirements. Manage, respond and keep daily record of all online enquiries Assist in gathering Information and Compile a report Convert documents to accessible formats for web users. Strategize the content to go onto the portal (website), including language variants.

ENQUIRIES : Ms. Brenda Mabaso, Tel No: 011 355 0201
POST 04/115  :  TECHNICIANS (COMMUNICATION TECHNOLOGY) REF NO: HO2019/01/16 (X2 POSTS)  
Directorate: IT Systems Development and Support

SALARY  :  R299 709 per annum (plus benefits)
CENTRE  :  Head Office
REQUIREMENTS  :  An appropriate recognized 3-year National Diploma/ Degree in Information Technology or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of Microsoft products and packages. Two 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  :  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. Thabo Ledwaba, Tel No: 082 543 2150

POST 04/116  :  CHIEF PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2019/01/17 (X2 POSTS)  
Directorate HRTS
Sub Directorate: PILIR

SALARY  :  R299 709 per annum (plus benefits)
CENTRE  :  Head Office
REQUIREMENTS  :  An appropriate recognized 3-year National Diploma/ Degree in Human Resource or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience in HR environment. Supervisory in PILIR/LEAVE management will be an added advantage. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL; CORE, Public Service 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. 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  :  To ensure effective and efficient management of PILIR. Oversee and management of employees under his/her supervision (PMDS, Leave, conflict, resources; etc.) and their day-to-day functions. Quality check PILIR applications, assessment outcome reports, outcome letters; etc. Generate all PILIR reports on weekly; monthly; quarterly and annually. Analyse assessment reports from the Health Risk Manager (HRM) and all other PILIR reports. Strict adherence to time frames. Update and monitor the tracking grid. Reconcile and analyze data. Attend to all PILIR queries. Organize and facilitate PILIR trainings/workshops/information sharing sessions. Compile all PILIR submissions and memos. Attend all PILIR stakeholder meetings. Provide support and visit to the Districts; schools, clients and Head Office.

ENQUIRIES  :  Ms. Doris Malefo @ 082 820 6425
POST 04/117: CHIEF PERSONNEL OFFICER (PMD) REF NO: JW2019/01/19
Sub Directorate: Transversal Human Resource Services
Unit: Performance Management & Development

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg West District
REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 3 years’ relevant experience in the HR working environment and/or Grade 12 plus 10 years’ 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 Jafta Tel No: 061 483 3054

POST 04/118: SENIOR ADMIN OFFICER- INFO SYSTEMS REF NO: JN2019/01/20
Sub Directorate: Information Systems & Strategic Planning

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg North District
REQUIREMENTS: An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of relevant policies, procedures and legislative frameworks in public sector. Excellent Computer skills (Microsoft package). Good interpersonal skills and communication skills (Verbal and written). Administrative, analytical and organizational skills. Supervisory skills. Ability to work under pressure and in a team. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: Proper keeping of records and databases. Gather and process information, functions such as filling, recording and compiling of minutes meetings, report writing and handling incoming and outgoing correspondence and telephone calls. Supervise Staff Convert system data into usable information. Manage the District information system, collate monthly and quarterly reports. Manage annual surveys. Manage the training and implementation of SA-SAMS. Co-Ordinate the use and acquisition of I.T for the District.

ENQUIRIES: Ms Nelisiwe Mashazi Tel No: 011 694 9403

POST 04/119: SENIOR STATE ACCOUNTANT (X2 POSTS)
Sub Directorate: Finance and Administration
Section: Finance Management

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg West Ref No: JW2019/01/21
Gauteng West Ref No: GW2019/01/34
REQUIREMENTS: An appropriate recognised 3-year relevant qualification (National Diploma/Degree) plus 3 to 5 years’ experience in Finance Management/Financial Planning and Budgeting. 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 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/virements 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 within the Finance Management unit. The successful incumbent will report to the Assistant Director of the unit.

**ENQUIRIES**
- Mr Lizwe Jaffa Tel No: 061 483 3054 (JW)
- Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)

**POST 04/120**
- CHIEF PERSONNEL OFFICER (X3 POSTS)
  - Sub Directorate: Transversal Human Resource Services
  - Unit: Conditions of Service

**SALARY**
- R299 709 per annum (plus benefits)

**CENTRE**
- Johannesburg Central Ref No: JC2019/01/22
- Sedibeng East Ref No: SE2019/01/28
- Tshwane South Ref No: TS2019/01/33

**REQUIREMENTS**
- An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 3 years’ relevant experience in the HR working environment and/or Grade 12 plus 10 years’ relevant experience in the HR working environment. Knowledge of PERSAL. 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 possession of a South African valid driver’s license.

**DUTIES**
- Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Manage conditions of services. Establish control and monitoring mechanism to ensure efficient and effective implementation in terms of Transfers; Resettlement; Debt Recovery; Promotions; Termination of Services, Housing, etc. Maintain and update database regarding Conditions of Services.

**ENQUIRIES**
- Mr Linda Mabutho Tel No: (011) 983 2231 (JC)
- Mr P Nkgage Tel No: (011) 440 1856 (SE)
- Mrs. M Van Der Walt Tel No: (011) 660 4581 (TS)
POST 04/121: CHIEF PERSONNEL OFFICER: HRP (X4 POSTS)
Sub Directorate: Transversal Human Resource Services
Unit: Human Resource Provisioning

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg Central Ref No: JC2019/01/23
Gauteng North Ref No: GN2019/01/30
Tshwane West Ref No: TW2019/01/31
Gauteng West Ref No: GW2019/01/32


DUTIES: Ensure the implementation of post provisioning for Public Ordinary and LSEN schools (PS and CS). The receipt and verification of post establishment for LSEN Schools and Ordinary Schools; Receipt and verification of post establishment for extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Absorption of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83.Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc.

ENQUIRIES: Mr Linda Mabutho Tel. No: 011 983 2231 (JC)
Mr. L.A. Phaswana Tel No: (012) 846 3641 (GN)
Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW)
Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW)

POST 04/122: SENIOR ADMIN OFFICER (X2 POSTS)
Sub Directorate: Examinations & Administration

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg North Ref No: JN2019/01/62
Johannesburg Central Ref No: JC2019/01/63

REQUIREMENTS: An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 3 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. At least five (5) years examination experience will be an added advantage. Applicant must be in a possession of a South African valid driver’s license. Leadership, management and conflict resolutions skills. Communication skills (written & verbal), organizational, interpersonal and supervisory skills. Computer literacy and ability to work under pressure. Knowledge of PFMA, procurement procedures, Treasury Regulations, knowledge of the National policy pertaining to the conduct, administration and management of the National Senior Certificate examination and other examination related policies and other. Database management. Applicant must be able to work overtime.

DUTIES: Render Administrative Support to the exams unit and examination centres. Administer the registration and conduct of the different examinations. Manage
filing, storing retrieval and distribution of examination related material of the district. Record and type minutes of meetings. Perform any other examination related duties as requested. Disseminate information to stakeholders. Coordinate reports of the unit. Supervise staff. Procurement of stationary for the unit.

ENQUIRIES :  
(JN) Ms Nelisiwe Mashazi Tel. No: 011 694 9403  
(JC) Mr Linda Mabutho Tel No: 011 983 2231

POST 04/123 : SENIOR Provisioning ADMIN OFFICER REF NO: SE2019/01/24
Sub Directorate: Finance and Administration  
Section: Office Service Pool

SALARY : R299 709 per annum (plus benefits)
CENTRE : Sedibeng East District
REQUIREMENTS : An appropriate recognized 3-year National Diploma/Degree in Finance or relevant 3-year qualification with minimum of 3 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of procurement directives (Supply chain management manual). Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Computer literacy. Interpersonal, communication and supervisory skills. Applicant must be in a possession of a South African valid driver’s license.

DUTIES : Compile procurement plan. Assist with defining specifications for goods and services. Ensure quotations are sourced according to policy. Contact management and LSD reports. Vendor management. Ensure procurement is done according to SCM regulations. Release shopping carts on SRM, monitoring delivery of purchase orders. Assist with responses to audit queries from Head Office and Auditor General. Maintain asset register, quarterly stock taking and annual asset verification. Assist with transfers, bar coding and disposal of assets. PMDS and leave administration. Function as team leader by supervising responsibilities of lower levels. Advice on office administration matters. Provide training staff on procedures and processes. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly/monthly/quarterly reports). Give written feedback on queries (internal and external. Attend meetings. Perform Assistant Director duties and responsibilities when assigned to do so.

ENQUIRIES : Mr P Nkgage Tel No: (016) 440 1856 (SE)

POST 04/124 : SENIOR Provisioning ADMIN OFFICER (X4 POSTS)
Sub-Directorate: Provisioning and Administration  
Unit: Provisioning and Admin for Institutions

SALARY : R299 709 per annum (plus benefits)
CENTRE : Ekurhuleni North Ref No: EN2019/01/26  
Ekurhuleni South Ref No: ES2019/01/25  
Johannesburg West Ref No: JW2019/01/18  
Tshwane West Ref No: TW2019/01/38

DUTIES : Monitoring 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 ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment 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 of schools on Financial Management and Procurement procedures and policies. 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. Ensure 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. 4 Forward applications to Head Office for approval. Inform the school of per letter on the outcome of the application submission. PMDS and Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. 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. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filling, reports, etc.). Compiling weekly reports. Monitor filing of expenditure report. Monitor filing of reconciliation report. Monitor filing of remittance advice. Monitor filing of weekly reports.

ENQUIRIES : Ms Emily Mochela Tel No: (011) 746 8190 (EN)
Mr Xolani Kheswa Tel No: (011) 389 6062 (ES)
Mr Lizwe Jafta Tel No: 061 483 3054 (JW)
Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW)

POST 04/125 : SENIOR PERSONNEL PRACTITIONER (EAP/HIV) REF NO: ES2019/01/27
Sub-Directorate: Transversal Human Resource Services

SALARY : R299 709 per annum (plus benefits)
CENTRE : Ekurhuleni South District
REQUIREMENTS : An appropriate recognized 3- year tertiary qualification in Social Work / Psychology with 3 years’ relevant experience in EAP/HIV environment. Knowledge of policies on EAP and HIV/AIDS and applicable legislative frameworks within 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 in a team and under pressure. Applicant must be in a possession of a South African valid driver’s license.

DUTIES : Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety.

ENQUIRIES : Mr X Kheswa Tel No: (011) 389 6062
POST 04/126: SENIOR ADMIN OFFICER: TRANSPORT AND NUTRITION (X2 POSTS)
Sub-Directorate: Education Support

SALARY: R299 709 per annum (plus benefits)
CENTRE: Ekurhuleni North Ref No: EN2019/01/29
Gauteng West Ref No: GW2019/01/35

REQUIREMENTS: An appropriate relevant 3-year relevant qualification (National Diploma/Degree) with minimum of 3 years’ experience in Nutrition and Transport and/or grade 12 plus 10 years’ relevant experience. Have an understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; knowledge of relevant policies and regulations; knowledge of project and financial management; a valid driver’s license is a prerequisite. The incumbent should have the following skills and attributes: good supervisory skills, report writing, communication good interpersonal relations and the ability to perform under pressure; problem-solving skills; administrative skills; facilitation skills; and interpersonal skills; Computer knowledge of Microsoft Word, Excel, Outlook, and Power Point.

DUTIES: Conduct monitoring and support visits to schools; Compile reports on monitoring and workshops; Coordinate and support capacity building workshops and trainings for all relevant stakeholders; Assist with day-to-day administrative duties of the sub directorate; Ensure NSNP and Learner Transport compliance with all relevant regulations and policies; Ensure filling of documents in line with file plan. Maintain database for NSNP and learner transport Conduct workshops in districts to improve management of the programmes; Provide logistical support for workshops, meetings and correspondence to provinces; Compile submissions, reports and memos. Verify correctness of information/data submitted by schools.

ENQUIRIES: Ms E Mochela (EN) Tel No: 011) 746 8190
Ms. Louisa Dhlamini (GW) Tel No: (011) 660 4581

POST 04/127: SENIOR ADMIN OFFICER REF NO: GN2019/01/36
Sub-Directorate: Provisioning and Administration

SALARY: R299 709 per annum (plus benefits)
CENTRE: Gauteng North District


DUTIES: Bar-coding of newly acquired District Assets. Recording of Assets on the asset register. Allocate assets to District members. Complete data invoices and forward to Head Office for updating on asset register. Monitor movement of assets by completing transfer forms. Administer requisitions for school furniture. Do stocktaking at school when requested. Ensure completion and submission of burglary forms. Safekeeping of district audio-visual equipment. Keep record of all equipment borrowed from the safe. Contracting and evaluating, unit members. Develop programs for underperforming unit staff all administrative unit head functions.

ENQUIRIES: GN District: Mr. L.A. Phaswana Tel No: (012) 846 3641

POST 04/128: PERSONAL ASSISTANT (X7 POSTS)
Chief Directorate: DOM (Ekurhuleni Region) Ref No: HO2019/01/39
Chief Directorate: Communication: Ref No: HO2019/01/40
Office of CEO: GCRA: Ref No: HO2019/01/41
Office of DDG: Corporate Management: Ref No: HO2019/01/42
Directorate: Recruitment and Selection: Ref No: HO2019/01/43
Directorate: School Nutrition: Ref No: HO2019/01/44
Directorate: Dispute Management: Ref No: HO2019/01/45
**Directorate: information Technology Systems: Ref No: HO2019/01/64**

**POST 04/129**: PERSONAL ASSISTANT (X3 POSTS)
Office of the District Director

| SALARY | R242 475 per annum (plus benefits) |
| CENTRE | Head Office |
| REQUIRMENTS | Grade 12 certificate plus 2-3 years relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. 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. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management. |
| ENQUIRIES | Ms. Ntombi Gashe Tel No: (011) 355 0009 |

**POST 04/130**: PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (JOHANNESBURG CLUSTER) REF NO: HO2019/01/48
Directorate: Recruitment & Selection

| SALARY | R242 475 per annum (plus benefits) |
| CENTRE | Head Office |
| REQUIREMENTS | An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years' relevant experience in the HR working environment and/ or Grade 12 plus 10 years’ relevant experience in the 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, 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. |

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**CENTRE**

**Gauteng West**: Ref No: GW2019/01/46
Sedibeng East: Ref No: SE2019/01/47
Johannesburg East Ref No: JE2019/01/70

**REQUIREMENTS**
Grade 12 certificate plus 2-3 years’ relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. 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. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

**ENQUIRIES**
Ms. Louisa Dhlamini Tel No: (011) 660 4581 (GW District)
Mr. Peter Nkgage Tel No: 016 440 1856 (SE District)
Ms. Elizabeth Moloko Tel No: (011) 666 9109 (JE District)
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 databases 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: 011 355 0009

**POST 04/131**

**PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING (HEAD OFFICE) REF NO: HO2019/01/49**

Directorate: Recruitment & Selection

**SALARY**

R242 475 per annum (plus benefits)

**CENTRE**

Head Office

**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/ or Grade 12 plus 10 years’ relevant experience in the 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**

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. Ntombi Gashe Tel No: (011) 355 0009

**POST 04/132**

**PRINCIPAL PERSONNEL OFFICER REF NO: HO2019/01/50**

Directorate: HRTS

Sub Directorate: Strategic Operations Support

**SALARY**

R242 475 per annum (plus benefits)

**CENTRE**

Head Office

**REQUIREMENTS**

An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/ or Grade 12 plus 10 years’ relevant experience in the HR working environment. Knowledge of PERSAL 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. A valid driver’s license is essential.
**DUTIES**
Verify the correctness of post on Persal and SAP. Audit SAP ESS Leave credits, reporting lines and SAP Positions. Managing of SAP to Persal interface linkage reports, verification of calculations from District Office and Head Office. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment on PERSAL and SAP. Generate and analyze reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, approve and coordinate the work activities of subordinates.

**ENQUIRIES**
Mr. V Poopa: Tel No: 011 843 6036/ 060 997 2729

**POST 04/133**
**PRINCIPAL PERSONNEL OFFICER**
**REF NO: HO2019/01/51 (X2 POSTS)**
Directorate: HRTS
Sub Directorate: Establishment Control and Compensations

**SALARY**
R242 475 per annum (plus benefits)

**CENTRE**
Head Office

**REQUIREMENTS**
An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/ or Grade 12 plus 10 years’ relevant experience in establishment administration. Knowledge of PERSAL, 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. A valid driver’s license is essential.

**DUTIES**
To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyze reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, approve and coordinate the work activities of subordinates.

**ENQUIRIES**
Mr. L Banda Tel No: 011 843 6567/ 071 474 6176

**POST 04/134**
**PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR)**
**REF NO: HO2019/01/52 (X3 POSTS)**
Directorate: HRTS
Sub Directorate: PILIR

**SALARY**
R242 475 per annum (plus benefits)

**CENTRE**
Head Office

**REQUIREMENTS**
An appropriate Tertiary or equivalent qualification (NQF L6) in Human Resource Management plus 1-3 years HR experience. or Senior Certificate PLUS 3-5 years’ experience. Must have a valid driving licence (code B/C1) Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Computer literacy in MS Excel; MS Word; MS Access and MS Outlook. 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. A valid driver’s license is essential.

**DUTIES**
To 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.

ENQUIRIES:
Ms Doris Malefo Tel No: 082 820 6425

POST 04/135:
SENIOR LIBRARIAN_REF NO: ES2019/01/53
Sub-Directorate: Learning and Teaching Support Material

SALARY:
R242 475 per annum (plus benefits)

CENTRE:
Ekurhuleni South 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. Computers 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:

ENQUIRIES:
Mr. Xolani Kheswa Tel No: (011) 389 6034

POST 04/136:
CHIEF PROVISIONING ADMIN CLERK REF NO: ES2019/01/54
Sub-Directorate: Provisioning & Administration

SALARY:
R242 475 per annum (plus benefits)

CENTRE:
Ekurhuleni South District

REQUIREMENTS:

DUTIES:
Monitoring 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 ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment 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 of schools on Financial Management and Procurement procedures and policies. 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. Ensure 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 the school of the outcome of the application submission. PMDS and Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Provide training to staff on administration procedures and processes. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filling, reports, etc.). Compiling weekly reports. Monitor filing of expenditure report. Monitor filing of reconciliation report. Monitor filing of remittance advice. Monitor filing of weekly reports

ENQUIRIES: Mr X Kheswa Tel No: 011 389 6062

POST 04/137: CHIEF REGISTRY CLERK (X2 POSTS)
Sub Directorate: Finance & Administration
Section: Office Service Pool

SALARY: R242 475 per annum (plus benefits)
CENTRE: Gauteng East Ref No: GE2019/01/57
Gauteng West Ref No: GW2019/01/37

REQUIREMENTS: An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 2 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Experience in Records Management 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. Applicant must be in the possession of a South African valid driver’s license.

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 Mpho Leotlela Tel No: (011) 736-0716 (GE)
Ms Louisa Dhlamini Tel No: (011) 660 4581 (GW)

POST 04/138: PRINCIPAL PERSONNEL OFFICER- CONDITIONS OF SERVICE (X2 POSTS)
Sub Directorate: Transversal Human Resource Services

SALARY: R242 475 per annum (plus benefits)
CENTRE: Johannesburg Central Ref No: JC2019/01/58
Johannesburg South Ref No: JS2019/01/59
Sedibeng West Ref No: SW2019/01/55

REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Human Resource or relevant 3-year qualification with minimum of 2 years’ relevant experience in the HR working environment and/or Grade 12 plus 10 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:** Responsible for supervision of Condition of Service functions: appointments, promotions, transfers, termination of services, payment of pension benefits, recognition of qualification, leave, etc. Revise and approve transactions on PERSAL. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts.

**ENQUIRIES:**
- **(JC)** Mr Linda Mabutho Tel: No: (011) 983 2231
- **(JS)** Mr Patrick Sesane Tel No: (011) 247 5944
- **(SW)** Ms B Mlotshwa Tel No: (016) 694 9207

**POST 04/139:** CHIEF TYPIST REF NO: JN2019/01/60

**Sub Directorate:** Finance & Administration
**Unit:** Office Service Pool

**SALARY:** R242 475 per annum (plus benefits)

**CENTRE:** Johannesburg North District

**REQUIREMENTS:** An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 3 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Knowledge of Computer literate (MS Word, Excel, PowerPoint). Good organizational and communication skills. Able to work under pressure.

**DUTIES:** Acknowledge receipt of draft document in a register. Ensure correct and timeously execution of typing requests. Ensure strict application of departmental typing prescripts. Type and proof read documents, rectify mistakes and ensure office neatness. Ensure equal workload between typist. Ensure effective utilization of equipment. Up keeping stock levels of stationery.

**ENQUIRIES:** Ms Nelisiwe Mashazi Tel No: 011 694 9403

**POST 04/140:** CHIEF ADMIN CLERK REF NO: HO2019/01/61

**Chief Directorate:** Legal Services & Dispute Management

**SALARY:** R242 475 per annum (plus benefits)

**CENTRE:** Head Office

**REQUIREMENTS:** An appropriate recognized 3-year National Diploma/Degree in office administration or relevant 3-year qualification with minimum of 2 years’ relevant experience and/or Grade 12 plus 10 years’ relevant experience. Functional PC skills in MS office Suite, including Word, Excel, PowerPoint and Outlook. Excellent written oral communication. Effective administrative, organisational, communication and multitasking skills. Assertive, trustworthy and professional with integrity. A motivated, self-driven, results and project orientated individual with initiative and commitment to transformation. Ability to work independently and as part of a team. Work beyond normal working hours. Ability to work under sustained pressure and deliver satisfactory results. Ability to maintain high levels of confidentiality and interact with people at various levels. A valid driver’s license is essential.

**DUTIES:** Coordinate the directorate activities and reports. Draft routine correspondence submission. Arrange meetings, workshops and appointments and provide administrative support. Take notes, keep minutes of the meetings and making follow ups on decisions taken during meetings, and ensure that reports are received and send out on time. Coordinate and compile annual, monthly and quarterly reports for the effective monitoring and tracking of activities within the director’s office. Assist in overseeing general office management and supervise the office service pool including preparing Performance Appraisals forms, job descriptions and submit Appraisals.

**ENQUIRIES:** Ms. Jackie Manyapye Tel No: (011) 355 0505
POST 04/141 : CHIEF ADMIN CLERK REF NO: JC2019/01/65
Sub Directorate: Finance & Administration

SALARY : R242 475 per annum (plus benefits)
CENTRE : Johannesburg Central District
REQUIREMENTS : A grade 12 certificates plus 2 -3 years’ relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). 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 work after hours when needed will be an added advantage.

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES : Mr Linda Mabutho Tel No: 011 983 2231

POST 04/142 : CHIEF ADMIN CLERK: (SECRETARY) REF NO: GN2019/01/66
Sub- Directorate: Education Support

SALARY : R242 475 per annum (plus benefits)
CENTRE : Gauteng North District
REQUIREMENTS : Grade 12 plus 2 -3 years’ relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). 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 work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES : Mr. L.A. Phaswana Tel No: (012) 846 3641

POST 04/143 : CHIEF ADMIN CLERK (SECRETARY) REF NO: GN2019/01/67
Sub- Directorate: Curriculum Management & Delivery

SALARY : R242 475 per annum (plus benefits)
CENTRE : Gauteng North District
REQUIREMENTS : Grade 12 plus 2 -3 years’ relevant experience. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). 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 work after hours when needed will be an added advantage. Valid driver’s license will be an added advantage.

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic
enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES : GN District: Mr. L.A. Phaswana Tel No: (012) 846 3641

POST 04/144 : CHIEF ACCOUNTING CLERK (X2 POSTS)
Sub Directorate: Finance & Administration
Unit: Finance and Procurement

SALARY : R242 475 per annum (plus benefits)
CENTRE : Tshwane West Ref No: TW2019/01/68
Gauteng East Ref No: GE2019/01/56

REQUIREMENTS : An appropriate recognized 3-year relevant qualification (National Diploma/Degree) with minimum of 2 years’ relevant experience and/ or Grade 12 plus 10 years’ relevant experience. Knowledge of Treasury Regulations, PFMA, procurement procedures and other legislative frameworks applicable to the Public Sector. Knowledge of PERSAL, BAS, SAP and SRM. Asset management. Reporting skills. Planning and organizing. Interpersonal relations. Problem solving. Maintaining discipline. Conflict resolution. Supervisory skills, Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Computer literacy (MS Excel, MS Word, MS Office). Share information with team members. Ability to work under pressure and long hours during audit process. A valid driver’s license.

DUTIES : Ensure adherence to PFMA, Treasury Instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Ensure that records of financial transactions are updated correctly. Supervise, develop mentor junior staff. Provide statistical reports when required. Function as team leaders for staff in Pay Office, Salary Office, Cashier Office and Payment Office. Monitor payment on SRM and expenditure on Bas reports. Monitor distribution of payroll control sheets and reconciliation of payrolls against PERSA. Monitor compliance with Petty Cash policy. Monitor capturing of receipts and banking of state money is taking place. PMDS and Leave Administration. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly, monthly and quarterly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Director duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers and Sub-Directorate Heads on the compliance of the submission of payroll reports to the Pay Office.

ENQUIRIES : Ms. Priscilla Ravele Tel No: (012) 725 1451 (TW)
Mr. Mpho Leotlela Tel No: (011) 736 0717 (GE)

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at www.gautengonline.gov.za
CLOSING DATE : 01 March 2019, 12H00. No late applications will be considered.
NOTE : Requirement of applications: People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No faxed or emailed applications will be accepted. The Department reserves the right not to make appointment(s) to the advertised post(s). Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on
the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

**MANAGEMENT ECHELON**

<table>
<thead>
<tr>
<th>POST 04/145</th>
<th>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/003601</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R1 005 063 per annum (Level 13) (All-inclusive remuneration package)</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg (Head Office)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A B.Com Degree in Accounting or relevant equivalent qualification. A minimum of 5 years’ relevant experience at middle/senior managerial level. (CA will be an added advantage). Competencies: Good communication skills (both verbal and written), presentation skills, planning and organising skills, ability to interact with stakeholders at different levels, management of personnel. Knowledge and understanding of the PFMA, DORA, Treasury Regulations, National Housing Act and National Housing Code.</td>
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<tr>
<td>DUTIES</td>
<td>Ensure implementation of policies and procedures: Contribution to the review of policies and procedures of the legislature on finance in line with the applicable prescripts. Manage budget development process: Ensure correspondence is sent out requesting budget inputs. Ensure Provincial Treasury guidelines are implemented, operational plans are costed and, budget remains in line with the strategic objective. Manage virement process, direct the preparation of database and confirm budget is correctly divided between relevant cost centres. Maintain and manage budgetary control: Verify that legal and administrative compliance follow the procedure prescribed in the financial regulations. Analyse budget performance and recommend cost effective spending. Ensure transactions are properly recorded and accounted for, and that transactions are adjusted monthly. Account for timeous compilation of monthly IYM expenditure reports, provision of explanations on report content where major variances between actual and budget / projections exist. Prepare presentations on budget submissions and quarterly budget performance and ensure that a report is sent to the Executive Authority and other stakeholders. Monitor the compilation of the monthly cash flow of the budget and submission to Treasury. Ensure expenditure is covered in the budget and the proposed amounts, expenditure commitments are in line expenditure limits and the released spending authority. Ensure validation of account for financial statement and implement financial delegation of authority: Validate a statement of comparison and authorise expenditure or financial transaction. Bank and cash management: Ensure that petty cash, bank and cash activities are managed and monitored properly. Ensure clearing of suspense account and efficient system of record management. Systems and Master Data Management: Monitor input and maintenance of SAP master data, period maintenance. Manage preparation of reports and schedules and ensure reconciliation of expenditure to budget. Management of Payments: Ensure correct calculations, timeous issuance of funds certificate/s and payment to service providers, municipalities, accounting records are kept, conform to prescribed format. Secretariat Services: Performa secretariat service to the department’s budget committee. Supervision of Staff: Supervise and manage staff, conduct performance reviews, attend meetings (Budget, Manco, etc).</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr E Kubeka Tel No: (011) - 861 3000</td>
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**OTHER POST**

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<tr>
<th>POST 04/146</th>
<th>CHIEF CONSTRUCTION PROJECT MANAGER REF NO: REFS/003601 (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R989 977 - R1 536 471 per annum (all-inclusive package). Salary will depend on the experience of the successful candidate</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg</td>
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**REQUIREMENTS**


**DUTIES**

Facilitate, coordinate and monitor the implementation of Human Settlements programmes in the Johannesburg Region. Be involved in project management processes applied by Management, PRTs and municipalities to ensure the delivery of quality housing products and services within the approved budget. Manage and implement projects. Manage staff. Monitor and control budgets (compile a detailed housing delivery project budget and cash flow projections for each project). Monitor and expedite effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, including national, provincial and departmental policies and relevant legislation.

**ENQUIRIES**

Ms Xoliswa Mkhalali Tel No: (011) 630 5002/5093

**PROVINCIAL TREASURY**

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.*

**APPLICATIONS**

Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

**CLOSING DATE**

15 February 2019

**NOTE**

Applications must be submitted on a Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YYYY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification(s) and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Please use Circular post number as a reference number.
OTHER POSTS

POST 04/147 : DEPUTY DIRECTOR: LOCAL GOVERNANCE RESOURCE MANAGEMENT
Directorate: Municipal Financial Governance
Re-advertisement: This position was previously advertised circular 45 dated 10 November 2007 post 45/86. Those who applied previously are encouraged to re-apply.

SALARY : R697 011 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 Qualification in Public Finance/Financial Management/Financial Accounting/Management Accounting/Internal Auditing. 3 – 5 years’ junior management (Assistant Director) level experience in Local Government Finance.
A valid drivers’ license is a must.
DUTIES : To monitor and support municipalities on In-Year-Monitoring reporting requirements, performance of revenue streams, expenditure performance and efficiency including data integrity within municipalities and coordinate implementation of the Local Government Finance Management Act and other legislations within Local Government sphere. Ensure monthly compliance by municipalities in submitting Monthly Budget Statements (MBS) and related documents, consolidate and submitting to National Treasury. Ensure that consolidated municipal MBS are published and submitted to MEC for Finance as legislated. Monitor the implementation of revenue, expenditure and cash management strategies by municipalities. Coordinate the implementation of Municipal Standard Chart of Account (mSCOA) with respect to Section 71 reporting. Manage the personnel, processes and other resources within the Sub-directorate.

ENQUIRIES : Ms Tshiamo Sokupha, Tel No: 011 227-9000
APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.