GAUTENG DEPARTMENT OF EDUCATION

APPLICATIONS:  
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, Private Bag X001 2 Robin Close, Alberton Meyersdal, 1450 ALCERTON Enquiries: Ellen Raphoto TEL: (011) 389-6034

DISTRICT GAUTENG EAST [GE]: Physical Address: Corner 2nd Avenue & 3rd Street, Old FNB Building, SPRINGS Postal Address: Private Bag X09 Springs, 1560 Enquiries: Mpho Letelela TEL: (011) 736-0716/7

DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ria Van der Merwe TEL: (011) 736-0716/7

DISTRICT GAUTENG WEST [GW]: Physical Address: Corner Bosshoff & 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, Berthsam, 2013 Enquiries: Rendani Nemukula TEL: (011) 983-2231

DISTRICT 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

DISTRICT JOHANNESBURG NORTH [JN]: Physical Address: Corner Bidcard & Jorrition street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Roseline Vaughan TEL: (011) 694-9378

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

DISTRICT JOHANNESBURG WEST [JW]: Physical Address: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta TEL: (082) 306 4221

DISTRICT SEDIBENG EAST [SE]: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Johan Knupe TEL: (016) 440-1861

DISTRICT SEDIBENG WEST [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18,SEBOKENG Postal Address: Private Bag X067, Vanderbilpark, 1900 Enquiries: Erna Rust TEL: (016) 594 9207

DISTRICT TSHWANE NORTH [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries: Grace Chauke TEL: (012) 543 1044

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: Salamina Letoaba TEL: (012) 725 1451

HEAD OFFICE [HO] Physical Address: 111 Commissioner street, Johannesburg Postal address: P.O.Box 7710, Johannesburg 2001 Enquiries: CHECK ENQUIRIES ON THE ADVERT

CLOSING DATE: 18 August 2014.

NOTE: Advertisement And Appointment Principles: These vacant posts are advertised in terms of (PSCBC Resolution 1 of 2007) as well as Chapter IV, Section 10 of the Public Service Act, the CORE (Code of Remuneration), Chapter 1 Part VII of the Public Service Regulation, 2001 The Department reserves the right not to fill vacant posts advertised in this list of vacancies should Head Office/District Office not have such vacant posts available on the approved realigned structure, or if incorrect information was submitted. General Instructions: Preferable date of commencement of duty is 1 October 2014 or the date of assumption of duty as mutually agreed upon by all parties. The required qualifications must be obtained prior to the date of commencement of duty. Applicants with prior learning, either by means of experience or alternative courses should have their qualification...
evaluated by the South African Qualifications Authority (SAQA) prior to applying for vacant posts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Instructions to candidates. Applications should be on Z83 form, signed and dated with comprehensive CV which should include full particulars of training, qualifications, skills, competencies, knowledge & experience. A certified of your identity document, driver’s license and qualifications must be attached. Certifying stamp older than six months will not be accepted. The specific reference number of the post must be quoted. NB! GDE cannot be held liable nor responsible for not considering/processing incomplete/incorrect applications/or which reach their destination after the closing date referred below. Posted applications to Districts and Head Office will only be accepted if they have a post office stamp dated within the period of advertisement i.e. before or on 11 August 2014. A unique reference number is allocated to every vacant post and is printed in the far right hand upper corner of each advertised vacant post; Reference numbers begins with the Office name and ends with unique number. PLEASE NOTE THAT SORTING IS DONE ACCORDING TO THIS REFERENCE NUMBER, THEREFORE APPLICANTS MUST INDICATE THE CORRECT REFERENCE NUMBER ON THE Z83 FORM, e.g. (Ref No: EN2338) The Department will not take any responsibility if an incorrect number was entered on the Z83 FORM. Applicants requiring additional information regarding an advertised post, must direct their enquiries to the relevant enquiry person at District Office/Head Office where the vacancy exists. Instructions to District Offices/Head Office. The selection of candidates should be done with due regard to the relevant measures contained in Chapter1, Part VII. D of the Public Service Regulations, 2001. Please ensure that the application form carries the original signature of the applicant – photocopies of signatures will not be accepted. Faxed applications will not be accepted. Procedure when applying applications for vacancy list (office based) should be directed to the venue/office where the vacancy exist A container for hand delivered applications will be placed at all offices from 28 July 2014 to 11 August 2014 between 08:00 and 16:00 daily. Via the post (should be posted to the specific districts/head office) district ekurhuleni north [en]:

OTHER POSTS

POST 30/134 : ASSISTANT DIRECTOR: EXECUTIVE SUPPORT SERVICES REF NO: HO2382
Sub-Directorate: Office of the HOD

SALARY : R270 804 per annum (Plus benefits)
CENTRE : Head Office

DUTIES : Manage the workflow in the HoD’s Office. Maintain a due date control system amongst the HoD’s Office and other Branches and follow up on matters where due dates were not met. Conduct research on request from the Director and HoD. Manage HoD’s working Diary.
**ENQUIRIES**

: Head Office – Mr. J Mokhosi Tel. No: (011) 355 1510/0896

**POST 30/135**

: SENIOR STATE ACCOUNTANT X 4 POSTS REF. NO: HO2313

Directorate: School Financial Management & Governance

**SALARY**

: R227 802 per annum (Plus Benefits)

**CENTRE**

: Head Office, Johannesburg

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

: Head Office – Mr. Teboho Mayeza. Tel. No: (011) 355 0251

**POST 30/136**

: SENIOR STATE ACCOUNTANT X 4 POSTS REF. NO: HO2314

Directorate: Financial Planning and Budgeting

**SALARY**

: R227 802 per annum (Plus Benefits)

**CENTRE**

: Head Office, Johannesburg

**REQUIREMENTS**


**DUTIES**

: Capturing of the original And Adjustment Budget on the Basic Accounting System (BAS). original budget. Ensure that the operational plans and budgets split that balance to the line allocation are received from responsibility managers. Capture budget breakdown on the basic accounting system (BAS) per programme and economic classification. Ensure that the captured budget balances with the Estimates of provincial expenditure. Report on progress and challenges to Assistant Directors weekly. Submit captured budget to Assistant Directors and distribute to responsibility managers. File signed budget copies. Adjustment Budget and Roll-Overs. Ensure that signed shifting and varmint’s budget inputs are received from responsibility managers. Check and Consolidate shifting and varmints received and submit to the assistant director. Capture the budget on BAS per programme and economic classification. Submit captured adjustment budget to Assistant Directors and distribute to responsibility
managers. File signed adjustment budget documents and keep the information for seven years. Assist the Assistant Director with the request for roll-overs and suspension Year End Shiftings and Virements. Identify shifts and virements as per section 43 of the PFMA for submission to treasury. Consolidate and send the report to Assistant Directors. Capture on BAS after receiving approval from treasury. Ensure that reports are filed properly after capturing. Expenditure Analysis. Weekly analysis of expenditure. Follow ups with offices to ensure that identified matters during analysis are attended to. File the expenditure analysis report. Prepare adhoc reports as may be required. Clearing Of Misallocations. Advice and assist with the correction of errors detected by the analysis exercise. Ensure that all misallocations are cleared on weekly basis. Ensure that validation journals received are parked within 48 hours. Maintenance of SCOA. Assist with the maintenance of the code structure. Action requests and queries within 24 hours of receipt. Ensure that SCOA is updated timely. Advice end-users on the Standard Charts of Accounts. Ensure that SCOA is updated for the next financial year as per departmental and treasury’s requirements. Matlotlo. Consolidation, compilation and submission of monthly Matlotlo reports. Prepare adhoc reports as may be required.

ENQUIRIES
Head Office – Ms. N. Bokgwathile. Tel. No: (011) 355 0243

POST 30/137
SENIOR ADMIN OFFICER: RECRUITMENT CONSULTING REF. NO: HO2315
Directorate: Recruitment and Selection

SALARY: R227 802 per annum (Plus Benefits)
CENTRE: Head Office
REQUIREMENTS: An appropriate Senior certificate (Grade 12) and 3-5 years in Human Resource environment. Applicants with prior learning, either by means of experience or alternative courses may also apply. Experience in word processing, spreadsheet, access and presentation software packages. Knowledge of Public Service Act and Public Service Regulations, procedures and processes. All other legislative frameworks applicable in the public sector. Good interpersonal skills. Communication skills (verbal and written) with all employees, Senior Managers, National and Provincial departments, Recruitment Agencies, Service providers and Academic Institutions. Computer literacy, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team. Valid Driver’s License.

DUTIES: Request GDE 79’s and HR1’s (requests to advertise) from Line Managers. Verify posts on PERSAL/realigned structure. Compile draft adverts and sent posts for verification to Line Managers. Consolidate and separate posts into levels. Send all requests and drafts for signing by Line Managers. Request quotes from service providers/ printers. Secure Purchase Order Numbers from Procurement Unit. Send adverts to media/ DPSA for publication. Provide advisory services to interview panels and prepare shortlisting & interview tools. Conduct compliance, background and reference checks on candidates. Participate in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Respond to enquiries received from internal and external stakeholders.

ENQUIRIES: Head Office – Ms. T. Lebyane. Tel No: (011 355 0368)

POST 30/138
SEN ADMIN OFFICER: IT AUDIT/ASSET MANAGEMENT: REF. NO: HO2316
Directorate: IT Service Management

SALARY: R227 802 per annum (Plus Benefits)
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate three years Diploma qualification or equivalent in Information Technology, and Three (3) year extensive experience in an ICT operational customer service environment. ITIL Foundations Certificate will be an added advantage. Experience of COBIT standards and/or certificate is a pre-requisite. Extensive knowledge of how Government systems work will be an added advantage. Knowledge and/or certification and/or experience in Open Source/Linux Operating System. Valid driver’s license. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative
and make decisions. Ability to analyse and develop reports for presentation to senior management.

**DUTIES**: IT hardware equipment Audit. Holding stock management. Audit reporting. Management of IT assets and inventory lifecycle. Office Administration.

**ENQUIRIES**: Head Office – Mr. M. Moahloli. Tel. No: (011) 355 0186

**POST 30/139**: SEN ADMIN OFFICER: CAPACITY & AVAILABILITY MANAGEMENT: REF. NO: HO2317
Directorate: IT Service Management

**SALARY**: R227 802 per annum (Plus Benefits)

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate three years IT Diploma qualification or equivalent in Information Technology, and Three (3) year extensive experience in an ICT operational customer service environment. ITIL Foundations Certificate will be an added advantage. Experience of COBIT standards and/or certificate is a pre-requisite. Extensive knowledge of how Government systems work will be an added advantage. Knowledge and/or certification and/or experience in Open Source/Linux Operating System. Valid unendorsed driver’s license is recommended. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative and make decisions. Ability to analyse and develop reports for presentation to senior management.


**ENQUIRIES**: Head Office – Mr. M. Moahloli. Tel. No: (011) 355 0186

**POST 30/140**: SENIOR ADMIN OFFICER: ASSET DISTRIBUTION & DISPOSAL X 2 POSTS REF. NO: HO2318
Directorate: IT Service Management

**SALARY**: R227 802 per annum (Plus Benefits)

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate three years Diploma qualification or equivalent in Information Technology, and Three (3) year extensive experience in an ICT operational customer service environment. ITIL Foundations Certificate will be an added advantage. Experience of COBIT standards and/or certificate is a pre-requisite. Extensive knowledge of how Government systems work will be an added advantage. Valid unendorsed driver’s license. Ability to work under pressure. Good verbal and written communication skills. Service delivery innovation skills. Client orientation and customer focused. Ability to take initiative and make decisions. Ability to analyse and develop reports for presentation to senior management.


**ENQUIRIES**: Head Office – Mr. M. Moahloli. Tel. No: (011) 355 0186

**POST 30/141**: SENIOR ADMIN OFFICER: SERVICE LEVEL ANALYST REF. NO: HO2319
Directorate: IT Service Management

**SALARY**: R227 802 per annum (Plus Benefits)

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate three years IT Diploma qualification or equivalent in Information Technology, and Three year extensive experience in an ICT operational customer service environment. ITIL Foundations Certification will be an added advantage. Experience of COBIT standards and/or certification is a pre-requisite. Proven ability in legal and contract management is critical for this post. Extensive knowledge of how government systems work will be an added advantage. Valid unendorsed driver's license will be advantageous. Ability to work under pressure.
Ability to analyse and develop reports for presentation to senior management. Good verbal and written communication skills. Service delivery innovation skills. Client oriented and customer focused. Ability to take initiative and make decisions.

**DUTIES**
Maintain and improve IT service quality through a constant cycle of agreeing, monitoring and reporting to meet the customers' business objectives. Identifying the customers' requirements in the context of overall business objectives. Monitoring performance and taking action where targets are not met. Reporting deviation from set standards and agreed performance standards and taking corrective action when necessary. Analysis of IT Service Delivery function. Recommend and assist implementation of required changes. Monitor SLAs, OLAs, UCs for violations. Reporting on progress. Customer satisfaction surveys. Office administration

**ENQUIRIES**
Head Office – Mr. M. Moahloli. Tel. No: (011) 355 0186

**POST 30/142**: IT SERVICE DESK ANALYST REF. NO: HO2320
Directorate: IT Support Service

**SALARY**: R227 802 per annum (Plus Benefits)
**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**
An appropriate, recognised three year tertiary qualification (or equivalent) qualification in Information Technology or NQF Level 5, N+ and A+, 2 years or more in service desk environment. Matric certificate. Knowledge of CA service desk tool and Hipath procenter telephonic system. Knowledge of Client orientation and good customer skills. Knowledge of legislative frameworks within the Public Sector will be an added advantage, technical and interpersonal skills. Effective communication skills and call management. Service desk measurements team work skills. Good verbal and written communication skills. Ability to work under pressure, work as part of the team.

**DUTIES**
Provide first line technical support to all users. Log and acknowledge calls. Regular calls follow-up with users and technicians. Close all resolved calls. Monitor the adherence of IT policies by users. Minimize service disruptions by operating, supporting and maintaining day to day operational issues of the Service desk to ensure a stable and efficient environment. Attend to user complaints. Report writing.

**ENQUIRIES**
Head Office – Ms. E. Motshwaedi. Tel. No: (011) 355 0668

**POST 30/143**: IT SUPPORT TECHNICIANS: INSTITUTIONS (X 6 POSTS) DISTRICT SUPPORT X 4 POSTS REF. NO: HO2321
Directorate: IT Support Service

**SALARY**: R227 802 per annum (Plus Benefits)
**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**
An appropriate three years tertiary qualification or equivalent qualification in Information Technology or Grade12 plus IT Diploma, certificate/ A+ or N+ or MCSE. Two years or more in technical support environment. Valid driver’s license is essential. Client orientation and good customer skills. Knowledge of legislative frameworks within the public sector will be an added advantage, technical and interpersonal 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.

**DUTIES**
Support the GDE network. Assist the helpdesk to ensure mininum disruption to network connectivity. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liase 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 institution and district offices to ensure a stable and efficient environment. Attend to user complaints. Report on IT usage from all institutions. Administer and support GDE user base. Printer maintenance, installation, configuration and testing of networks for all new ICT equipment's.
including all Gauteng schools users. Maintain records. Solve data communication problems.

ENQUIRIES: Head Office – Ms. E. Motshwaedi. Tel. No: (011) 355 0668

POST 30/144: CHIEF PERSONNEL OFFICER: CONDITION OF SERVICE X 2 POSTS REF NO: HO2340
Directorate: HR Transaction Services and transversal support

SALARY: R227 802 per annum (plus benefits)
CENTRE: Head Office- Johannesburg
REQUIREMENTS: A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 3 to 5 years’ experience in a Human Resources environment, with two years thereof being at supervisory. Experience should include extensive experience of conditions of service, appointments, structuring of MMS packages etc. Experience in the use and interpretation of PERSAL and other reports will be an advantage. 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. Demonstrate the ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver’s license is an added advantage.

DUTIES: Manage Conditions of Service functions to ensure timeous, quality service delivery. Monitor project s, audit processes, and observe service standards and due dates Ensure effective enquiry management. Provide professional advice and monitor compliance on all matters pertaining Conditions of Service. Provide statistics and inputs for reporting on Persal transactions. Supervise staff and manage their performance and development according to PMS.

ENQUIRIES: Mr. Joseph Ramoshaba Tel No: (011) 843 6501

POST 30/145: CHIEF PERSONNEL OFFICER: THRS 7 POSTS
Directorate: HR Transaction Services

SALARY: R 227 802 per annum (plus benefits)
CENTRE: Districts - Ekurhuleni South Ref No: ES2341, Sedibeng East Ref No: SE2342, Gauteng East Ref No: GE2343, Tshwane South Ref No: TS2344, Tshwane West Ref No: TW2345, Johannesburg South Ref No: JS2346 Johannesburg West Ref No: JW2347
REQUIREMENTS: A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 3 to 5 years’ experience in a Human Resources environment, with two years thereof being at supervisory. Experience should include extensive experience of conditions of service, appointments, exit management, structuring of MMS/ SMS packages as well as management of PILIR. Experience in the use and interpretation of PERSAL and other reports will be an advantage. 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. Demonstrate the ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver’s license is an added advantage.

DUTIES: Manage Conditions of Service functions to ensure timeous, quality service delivery. Monitor project s, audit processes, and observe service standards and due dates Ensure effective enquiry management. Provide professional advice and monitor compliance on all matters pertaining Conditions of Service. Provide statistics and inputs for reporting on Persal transactions. Supervise staff and manage their performance and development according to PMS.

ENQUIRIES: Ms. Ellen Raphoto Tel. No: (011) 389 6034
Mr. TP Mokoena Tel. No: (016) 440 1718
Mr. Joseph Ramoshaba Tel. No: 011 843 6501
POST 30/146 : SENIOR ADMIN OFFICER: RESPONSE HANDLING REF. NO: HO2323
Directorate: Recruitment and Selection

SALARY : R227 802 per annum

CENTRE : Head Office, Johannesburg


DUTIES : Manage effective receipt, sifting, capture and distribution of all application. Receives application from applicants. Sort applications according to reference/post numbers. Sift the applications according to reference/post numbers. Packaging the applications according to qualified/disqualified. Deliver the application/packages to Recruitment and Consulting. Effective Monitor and Maintain an up to date response handling database. Capture the applications on a Database / Access. Produce Data and Analyse statistics. Assist to compile management report. Support the development, refine and maintain the response handling databases, reports and surveys. Support management of the storage and disposal of applications. Store disqualified & unsuccessful application. Provide Advisory Services. Ensure the achievement of management of performance against SLAS's. Handle complex queries from the customers. Handle escalated query resolution. Management of Resources of the sub-directorate. Completion of Performance Agreements and Assessments for the Subordinate. Ongoing advice and guidance. Ensure all required resources are available. Ensure training and development (on the job and formal).

ENQUIRIES : Ms. K. Mokele. Tel. No: (011) 355 0585

POST 30/147 : CHIEF PERSONNEL OFFICER – PERFORMANCE MANAGEMENT & DEVELOPMENT X 2 POSTS
Sub Directorate: Human Resource Transversal Services

SALARY : R227 802 per annum (Plus benefits)

CENTRE : Districts - Johannesburg West Ref No: JW2377, Ekurhuleni South Ref No: ES2378

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

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

ENQUIRIES
Mr. Lizwe Jafta Tel. No: 082 306 4221
Ms. Ellen Raphoto Tel No: (011) 389 6034

POST 30/148
SENIOR PERSONNEL PRACTITIONER – EAP/HIV & AIDS COORDINATOR
REF NO: JE2381
Sub Directorate: Human Resource Transversal Services

SALARY
R227 802 per annum (Plus benefits)

CENTRE
District-Johannesburg East

REQUIREMENTS
An appropriate relevant Tertiary qualification (or equivalent) qualification (NQF L6) in Human Resource Management plus relevant years of experience. Applicants with prior learning either by means of experience or alternative courses may also apply. Knowledge of National Skills Development Act, National Skills Development Strategy, 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. Driver’s license will be an added advantage.

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

POST 30/149
CHIEF PERSONNEL OFFICER: PERFORMANCE MANAGEMENT: OFFICES
REF NO: JW2379
Sub Directorate: Human Resource Transversal Service

SALARY
R227 802 per annum (Plus benefits)

CENTRE
District-Johannesburg West

REQUIREMENTS
An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) in Human Resource Management. Applicants with prior learning, either by means of experience or alternative courses may also apply. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure.

DUTIES
The incumbent will be part of a team of specialists to manage the effective implementation of performance management systems in the Gauteng Department of Education. This would include; providing advice on Performance Management and Development system (PMDS) matters; Co-ordinate and monitor compliance with all performance management policies, regulations and guidelines; facilitate the submission of performance agreements, mid-term reviews and annual assessments, Develop software programmes for the capturing of scores. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS scores. Design and co-ordinate all monitoring processes for performance Management systems moderation and verification. Collect and analyse reports from the districts. Process performance incentives. Establish linkages between the Performance Management Directorate, other Directorates and relevant stakeholders. Compile and submit various reports to management.

ENQUIRIES
Mr. Lizwe Jafta Tel. No: 082 306 4221
HR PRACTITIONER: RESPONSE HANDLING REF. NO: HO2324
Directorate: Recruitment and Selection

SALARY: R183 438 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate Senior Certificate (Grade 12) and 3-5 years Human Resource Practitioner experience. Experience in word processing, spreadsheet and presentation software packages. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to General Administration, Finance, Asset Management and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, Dictaphones, computer, printer, photocopier, fax machine, data video projectors and MS Office software i.e. Word, Excel and Presentation. Sound organisational skills. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Supervisory Skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentations. Computer Skills. Policy development and analysis. Communicate with Co-workers, Supervisors, Management, Senior Management, District Offices, Private Sector Organizations, General Public, Academic Institutions, Student, other Provincial Education Departments, National Department of Education.

DUTIES: Receive and sifting of applications. Receiving and sifting of applications. Screening, sorting and distribution of applications. Check and verify received applications. Maintain an up to date response handling database. Applications captured accurately. Targeted agreed accuracy of processes on database system. Package and distribution of applications. Applications packaged and distributed to relevant stakeholders. Respond to enquiries received from internal and external stakeholders on time. Storage and disposal of applications. Applications are safely stored. Maintain the safekeeping of all documentation in the office in line with relevant legislation.

ENQUIRIES: Ms. K. Mokele. Tel. No: (011) 355 0585

PERSONNEL PRACTITIONER: STAFF MOVEMENT REF. NO: HO2322
Directorate: Recruitment and Selection

SALARY: R183 438 per annum
CENTRE: Head Office, Johannesburg

DUTIES: Participate in the management of transfers in the Department. Process application to receiving school/Office. Response recommending willingness to accept and the availability of a concomitant vacancy Submit all communication to HR for approval. Submission and letter to delegated authority for approval. Respond to the applicant. Effectively place Bursary Holders. Receive the list of qualifying Bursars from DBE. Distribute list per district. Profile posts for placement of Bursary holders. Matching of Bursary Holders to Profiled Posts. Consult SGB’s on the placement Place students on profiled posts. Effectively process all redeployments, absorptions and staff additional to the Establishment. Declare additional educators on Post Establishments. Receive the list of
additional educators from DO HR Transversal teams. Profile all additional educators. Profile posts for placement of additional educators. Matching of additional educators to Profiled Posts. Consult SGB's on the placement. Place additional educators on profiled posts. Monitor the appointment of temporary personnel. Profiling and absorption of temporary personnel. Management of additional post establishments (schools). Ensure the effective administrative support services for the Sub directorate. Maintain the effective flow of information and documents to and from the Sub directorate. Maintain the safekeeping of all documentation in the office in line with relevant legislation and policies. Participate in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Respond to enquiries received from internal and external stakeholders. Plan, direct, supervise and coordinate the work activities of subordinates. Compile and submit Job Descriptions, Performance Agreements/Assessments, Performance Development Plan for staff. Monitor, evaluate and report on the performance of the staff. Ensure proper utilization and safe guard of Assets and the payment of bills thereof.

ENQUIRIES: Ms. K. Tshangela. Tel. No: (011) 355 0346

POST 30/152: ADMIN OFFICER: TRANSPORT: REF. NO: HO2325
Directorate: GCRA: Office Services Pool

SALARY: R183 438 per annum
CENTRE: GCRA - Marshalltown
REQUIREMENTS: An appropriate, recognized tertiary graduate qualification (or equivalent) qualification plus at least three years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Transport administration experience will be an added advantage; Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills and communication skills (verbal and written); Administrative, analytical skills and computer literacy. Ability to work under pressure and long hours during audit process; Valid drivers’ license is a key requirement.

DUTIES: Execute the administrative duties in relation to the Government-fleet of the GCRA, which includes the issuing of cars, pre and post trip inspection. Ensure that the vehicles are maintained and kept in a good roadworthy condition. Control trip authorities. Ensure that drivers are in possession of a valid drivers’ license. Compile monthly statistics. Ensure that a file on each vehicles is maintained . Report and process accidents and incidents of theft, abuse of GG cars. Compile management reports and utilization statistics.

ENQUIRIES: Ms. Sharlene Daniels. Tel. No: (011) 556 9096

POST 30/153: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING
Sub Directorate: Transversal Human Resource Service

SALARY: R183 438.00 per annum (Plus Benefits)
CENTRE: Districts- Ekurhuleni North (X 2 Posts) REF. NO: EN2326 ; Ekurhuleni South (X 4 Posts) REF. NO: ES2327 ; Sedibeng West (X 4 Posts) REF. NO: SW2328 ; Gauteng North (X 2 Posts) REF. NO: GN2329 ; Johannesburg North (X 4 Posts) REF. NO: JN2330 ; Gauteng East (X 3 Posts) REF. NO: GE2331 ; Sedibeng East (X 3 Posts) REF. NO: SE2332 ; Johannesburg West (X 2 Posts) REF. NO: JW2333 ; Tshwane South REF. NO: TS2334 ; Tshwane West (X 3 Posts) REF. NO: TW2335 ; Gauteng West REF. NO: GW2336
DUTIES

Implementation of post provisioning for Public Ordinary and LSEN schools (PS and CS). Receive and verification of post establishment for LSEN Schools and Ordinary Schools; Receive and verification of post establishment for extraordinary posts. Distribute post establishments correctly to all stakeholders. Implementation of GDE Medium Term HR Plan (HRP & Staff movement). Help and support in the utilization of all posts. Help and support in the placement of personnel i.e. Additional and Funza-Lushaka. Help and support in the absorption of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Participate in the development of HR Policies based on gaps identified in the District. Participate in the development of Departmental Recruitment Strategy and ensure the implementation thereof. 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. Provide administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Filing of all documentation in the office in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders.

ENQUIRIES

Districts – (EN)-Ms. E Mochela. Tel No: (011) 746 8190;  
(ES)-Ms. E Raphoto. Tel No: (011) 389 6034;  
(SW)-Ms. E. Rust. Tel No: (016) 594 9207;  
(GN)-Ms. S. Swanepeol. Tel No: (012) 846 3652;  
(JN) Ms. R. Vaughan. Tel No: (011) 694 9378;  
(GE) Mr. M. Leotlela. Tel No: 072 533 6073;  
(SE) Mr. J. Knuppe. Tel No: (016) 440 1748;  
(JW) Mr. L. Jafta. Tel No: 082 306 4221;  
(TS) Ms. M. Van Der Walt. Tel No: (012) 401 6363/5;  
(TW) Ms. S Letoaba Tel No: (012) 725 1451;  
(GW) Ms. L. Dhlamini. Tel No: (011) 660 4581;  

POST 30/154

SENIOR PERSONNEL OFFICER: LABOUR RELATIONS

Sub Directorate: Dispute Management

SALARY

R183 438 per annum (Plus Benefits)

CENTRE

Districts- Ekurhuleni North REF. NO: EN2337 ; Tshwane North REF. NO: TN2338

REQUIREMENTS


DUTIES

Investigate and initiate the disciplinary enquiry. Facilitate the resolution of grievance; provide advice on Labour Relations Matters. Conduct advocacy and capacity building of Labour Relations.

ENQUIRIES

Mr P. Selowa. Tel No: (011) 355 1505

POST 30/155

ADMINISTRATION OFFICER (3 POSTS) REF. NO: HO2339

Directorate: Human Resource Transversal Services

SALARY

R183 438 per annum (plus benefits)

CENTRE

Head Office - Johannesburg

REQUIREMENTS

A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience office management, document management and filing. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal).Computer literacy (packages such as MS Excel, PowerPoint, Word, Access, Outlook, Group Wise Internet etc.). Persal knowledge will
DUTIES: Overall management of the office administration functions (e.g. Documents management filing) 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: 

POST 30/156:CHIEF REGISTRY CLERK: THRS X11 POSTS
Directorate: HR Transaction Services

REQUIREMENTS:
A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 3 to 5 years’ experience. Experience should include 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. 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. Ellen Raphoto Tel No: (011) 389 6034
Ms. Barbara Bruyns Tel. No: (011) 740 8009
Ms. Riana Kritzinger Tel. No: (012) 401 6415/6
Ms. Makhosi Masanabo Tel. No: (012) 725 1311
Mr. Johan Diedericks Tel. No: (011) 660 4581
Ms. Sarie Swanepoel Tel. No: (012) 846 3652
Mr. Patrick Sesane Tel. No: (011) 247 5959
MS. Bongi Memeza Tel. No: (011) 666 9026
Ms. Rosalind Kayter Tel. No: 082 556 3662
Ms. Hlengiwe Biyela Tel. No: (011) 983 2284

POST 30/157: PRINCIPAL PERSONNEL OFFICER: PILIR X 2 POSTS REF NO: HO2358
Directorate: HR Transaction Services and Transversal support

REQUIREMENTS:
A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 2 to 3 years’ experience in a Human Resources environment. Experience should include experience management of PILIR processes etc. 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 PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver’s license is an added advantage.

DUTIES: Responsible for supervision of PILIR processes. 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
Mr. Joseph Ramoshaba Tel No: (011) 843 6501

POST 30/158
PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE X 2 POSTS
REF NO: HO2359
Directorate: HR Transaction Services and transversal support

SALARY
R 183 438 per annum (plus benefits)

CENTRE
Head Office Johannesburg

REQUIREMENTS
A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 2 to 3 years’ experience in a Human Resources environment. Experience should include experience of conditions of service, appointments etc. 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 PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver’s license is an added advantage.

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
Ms. Joseph Ramoshaba Tel No: (011) 843 6501

POST 30/159
PRINCIPAL PERSONNEL OFFICER: THRS 12 POSTS
Directorate: HR Transaction Services

SALARY
R 183 438 per annum (plus benefits)

CENTRE
Districts - Ekurhuleni North Ref No: EN2360, Sedibeng East Ref No: SE2361, Sedibeng West Ref No: SW2362, Gauteng East Ref No: GE2363, Tshwane West Ref No: TW2364, Johannesburg East (2 Posts) Ref No: JE2365, Johannesburg North Ref No: JN2366, Johannesburg South Ref No: JS2367, Johannesburg West Ref No: JW2368, Johannesburg Central (X 2 Posts) Ref No: JC2369

REQUIREMENTS
A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 2 to 3 years’ experience in a Human Resources environment. Experience should include experience of conditions of service, appointments, exit management, as well as management of PILIR. 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 PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver’s license is an added advantage.

DUTIES
Responsible for supervision of Condition of Service functions: appointments, promotions, transfers, termination of services, payment of pension benefits, Recognition of qualification, leave, PILIR 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:
- Ms. Barbara Bruyns Tel. No: (011) 740 8009
- Mr. TP Mokoena Tel. No: (016) 440 1718
- Mr. Seeko Mareletse Tel. No: (016) 594 9106
- Mr. Joseph Ramoshiba Tel No: (011) 843 6501
- Makhosi Masanabo Tel. No: (012) 725 1311
- Ms. Bongi Memeza Tel. No: (011) 666 9026
- Ms. Roseline Vaughan Tel. No. (011) 694 9378
- Mr. Patrick Sesane Tel. No: (011) 247 5959
- Mr. Joseph Ramoshaba Tel No: (011) 843 6501
- Makhosi Masanabo Tel. No: (012) 725 1311
- Ms. Bongi Memeza Tel. No: (011) 666 9026
- Ms. Roseline Vaughan Tel. No. (011) 694 9378
- Mr. Patrick Sesane Tel. No: (011) 247 5959
- Mr. Joseph Ramoshaba Tel No: (011) 843 6501
- Makhosi Masanabo Tel. No: (012) 725 1311

POST 30/160: PERSONAL ASSISTANT 3 POSTS

SALARY: R183 438 per annum (plus benefits)
CENTRE: Head Office - Johannesburg – HRTS (X2 Posts) Ref. No: HO2370, Office of the DDG: Corporate Management Ref No: HO2371

REQUIREMENTS: A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in managing the Directors/DDG’s diary, 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 MS Excel, Power-point, Word, Access, Outlook, Group Wise Internet etc.). Persal knowledge will be added advantage. Good research and analytical skills. Ability to work in a team and independently. Good organizational skills. 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. Joseph Ramoshaba Tel. No: (011) 843 6501
- Ms. Maria Peloeahae Tel. No: (011) 355 0976

POST 30/161: CHIEF ADMINISTRATION CLERK (SECRETARY) X 5 POSTS

Sub Directorate: Transversal Human Resource Services

SALARY: R183 438 per annum (Plus benefits)
CENTRE: Districts - Ekurhuleni South Ref No: ES2372, Tshwane West Ref No: TW2373, Tshwane North Ref No: TN2374, Siedibeng East Ref No: SE2375, Johannesburg Central Ref No: JC2376

REQUIREMENTS: A grade 12 certificates plus extensive 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:
- Ms. Ellen Raphoto Tel. No: (011) 389 6034
- Ms. Makhosi Masanabo Tel. No: (012) 725 1311
POST 30/162 : SENIOR PERSONNEL PRACTITIONER – HUMAN RESOURCE & DEVELOPMENT REF NO: SW2380
Sub Directorate: Human Resource Transversal Services

SALARY : R183 438 per annum (Plus benefits)
CENTRE : District - Sedibeng West

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

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

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

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POST 30/163 : CHIEF ADMINISTRATION CLERK
Sub Directorate: Office of the HOD

SALARY : R183 438 per annum (Plus benefits)
CENTRE : Head Office, Johannesburg

REQUIREMENTS : A grade 12 certificates plus extensive 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 : Head Office – Mr. J Mokhosi Tel. No: (011) 355 1510/0896