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Advertisement of Vacant Critical Public Service Act Staff Posts

Circular Number 02 of January 2017

POST : **House Mother (1 Post)**
SALARY LEVEL : **3**
SALARY SCALE : **R100 545 – R118 440**
CENTRE : **Lady Frere – Mt Authur School for Girls**

REQUIREMENTS : A minimum of Grade 10 / Std 8. Willingness to work and cater for learners with special education needs (disabled learners). Acknowledge the unique needs of learners. Treat each learner as an individual and respect their differences. Able to create an accommodative environment to meet the needs of learners. Avoiding use of language that is biased. An understanding of Public Service principles. Good communication skills, be friendly and have good customer care.
Key Competences: Ability to work as part of the team. Promote welfare of learners and motivate learners to build self-esteem. Acceptance of responsibility and be able to identify learner needs and strengths. Create opportunities for learners to participate in activities. Have the ability to do the right thing all the time. Choose to make a difference. An understanding of Batho Pele Principles.

DUTIES : Has a responsibility to take care of learners after school and at night. Maintain safety in hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Sort out and supply clean linen, clothes and repair clothing of learners. Observe children all time and take care of them when sick. Accepting all learners, irrespective of their physical appearance, abilities, functioning levels, age, race, gender and language etc. Have patience and willingness to support learners unconditionally. Promote welfare and uphold the rights of learners. Make sure that the learners are on time for school, in proper clean and ironed uniform. Marking of all children's clothes, shelve packing, keep record of all linen, equipment and supervision over laundry. Any pressure sores or illness must be reported immediately. Responsible for stock taking, supply, sort out clean linen and clothes to learners. Escort /accompany sick learners to hospital / clinic and town. Drawing up of working schedules and making of relief arrangements. Good communication skills and Good Customer Care. Control and keep record and registers up to date.

POST : **ADMINISTRATION CLERK (138 POSTS)**
SALARY SCALE : **R 142 461 – R 167 814**
SALARY LEVEL : **5**

DUTIES : Grade 12 or equivalent NQF level 4 qualification. Computer literacy (MS Word, Excel, PowerPoint). Relevant experience will be advantageous, especially within the school environment. Working knowledge and understanding of the legislative framework governing the Public Service. Good verbal and written communication skills.

Good customer care skills and interpersonal relations. Understanding of the principles of sound document management

DUTIES

: Support the implementation of Human Resource Administration practices at school level. Render Financial Management support at school level. Capturing learner and educator data on SASAMS. Control office resources and asset management in the school Perform general administration and support services including typing, reception and answering of telephones. Perform procurement of goods and services for the school. Take minutes of meetings when required. Deal with the collection, duplication, distribution and filing of information and correspondence. Assist in the planning and arranging of meetings, catering for meetings and workshops; and traveling. Assist school with general administrative duties.

Cluster	District	School Name	Reference No.
A	Libode	Ntshilini SSS	01
		Goqwana JSS	02
		Ncambedlana JSS	03
		Dininkosi JSS	04
		Magoba JSS	05
		Nomvalo JSS	06
	Lusikisiki	Emantlaneni JSS	07
		Jiba SSS	08
		Makwaleni JSS	09
		Mgezwa SSS	10
		Mkankomo JSS	11
		Phambili SSS	12
	Maluti	Ludidi SSS	13
		Tholang SSS	14
		Ndzondweni SSS	15
		Gwadane SPS	16
		Sondaba SPS	17
		Thlakanelo SPS	18
	Mbizana	Greenville SSS	19
		Chief Dumile SSS	20
		Marelane SSS	21
		Vulindlela SSS	22
		Mdatya SSS	23
		Winnie Mandela SSS	24
	Mt Fletcher	Umthawelanga SSS	25
		Luzie Drift SSS	26
		Khorong SSS	27
		Thomas Ntaba SSS	28
		Upper Nxaxa JSS	29
		Mohoabatsane JSS	30
	Mt Frere	Lutateni SSS	31
		Dumsi SSS	32
		Arthur Ngunga SSS	33
		Mt Frere SSS	34
		Ntsikayezwe SSS	35
		Ntsizwa SSS	36
	Qumbu	Lutuka SSS	37
		Little Flower SSS	38
		Dilizintaba SSS	39
		Tshongweni SSS	40

		Ntabasigogo SSS	41
		Esikwayini JSS	42
B	Butterworth	Ezizweni SSS	43
		Khulile JSS	44
		Mhliwane JSS	45
		Hlangani JSS	46
		Isiseko JSS	47
		Upper Ngculu JSS	48
	Cofimvaba	St James SSS	49
		Cofimvaba SSS	50
		Arthur Mfebe SSS	51
		Zwelandile SSS	52
		Ncuncuzo SSS	53
		Gobinamba SSS	54
	Dutywa	JS Skenjana SSS	55
		Zwelidumile SSS	56
		Mdeni SSS	57
		Nyangilizwe JSS	58
		Douglas PS	59
		Ncihana JSS	60
		Fort Bowker JSS	61
	Lady Frere	Nzimankulu SSS	62
		Lukhanyo SSS	63
		Ntsokotha SSS	64
		Masikhanyise SSS	65
		Mt Arthur SSS (Advertise hostel matroon)	66
	Mthatha	Bazindlovu SSS	67
		Gobinamba SSS	68
		Zimele SSS	69
		Jixini SSS	70
		Dudumayo SSS	71
		Joyi SSS	72
	Ngcobo	Sifonondile SSS	73
		Zululiyazongoma SSS	74
		Phakamani SSS	75
		Nyanga SSS	76
		Mzikayise Dalasile SSS	77
		Cala Community SSS	78
	Queenstown	NkosemntuMotman SSS	79
		Ntunja SSS	80
		Zweledinga SSS	81
		Ndlovukazi SSS	82
		Emmet Mahonga PS	83
		Dalubuzwe PS	84
	Sterkspruit	Tlokweng SSS	85
		Sterkspruit SSS	86
		Impumelelo SSS	87
		Sivumelene SSS	88
		Malikhanye SSS	89
		PhambiliMzontsundu High	90
C	Cradock	Middelande SSS	91
		Michausdal SSS	92
		Carinus PS	93
		Cradock Prep School	94
		Tarkastad PS	95

	Karel Theron PS	96
East London	Mzamowetho SSS	97
	Sophathisana SSS	98
	Kwenxurha SSS	99
	Hlumani SSS	100
	Siyazakha SSS	101
	Bhongolethu SSS	102
	VulaMazibuko	103
	Zimasa PS	104
Fort Beaufort	Nothonto PS	105
	Gqumashe PS	106
	Sisonke PS	107
	Picardy PS	108
	Vulindlela PS	109
	Mgxotyeni PS	110
Grahamstown	Nomzamo High School	111
	Reibeek East SSS	122
	Nompucuko Combined	123
	HendrickKanise SSS	124
	IkamvaLesizwe Combined	125
Graaf Reinet	Johnson Nqonqoza SSS	126
	Aeroville SSS	127
	Carel Du Toit SSS	128
	St Teresa PS	129
	Visvier PS	130
	Lettie De Clerk PS	131
KWT	Thanduxolo PS	132
	Majali PS	133
	Ncemerha PS	134
	Luzukho PS	135
	Masonwabe PS	136
	Mzomncabe PS	137
Port Elizabeth	Collegiate High School	138
	Soqhayisa SSS	139
	KwaMagxaki SSS	140
	Ndzondelelo SSS	141
	Douglas Mbopha SSS	142
Uitenhage	V.M. Kwinana SSS	143
	Molly Blackburn SSS	144
	McCarthy Comprehensive SSS	145
	Solomon Mahlangu SSS	146
	Gamble Street SSS	147
	Zanolwazi SSS	148

- 1) This circular is issued in terms of recruitment measures contained in the Public Service Regulations of 2001, regulations 2001, regulation V11 C.2 and in this regard it is important to note that the Public Service is an **equal opportunity, affirmative action employer**.
- 2) The contents of this circular must without delay be brought to the notice of all eligible candidates. All potential candidates who may qualify for posts in this circular must be notified, even if they are absent from their normal places of work. The Department calls upon all interested eligible candidates to apply for vacancies advertised in this circular.

Directions to Candidates

- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae must accompany this form. Applicants must quote on their application the reference number or the school name. Only candidates who in all respects meet the

advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application was unsuccessful.

- 4) The application forms must be directed to District Offices only. A list with addresses of District Offices is attached.
- 5) Applicants requiring additional information are welcome to direct their queries to the following officials:

NOTE!!! No faxed or late applications will be considered.

CONTACT PERSON : Mrs. NT Sipahlanga @040-608 4064
Mr. TK. Dimbaza @ 040-608 4548

CLOSING DATE : 03 February 2017

Addresses of District Offices:

East London: Mr. S Mnguni Tel: 043-708 6229 Address: P/B X 9007 E.L 5200	Fort Beaufort Mr. N Stofile Tel: 046- 6451179 Address: P/B X 2041 F.B.T 5720	King Willam's Town Mr. E Katshaza Tel: 043 604 3200 Address: P/B X 0055 K.W.T 5600
Ngcobo Mr. S Ncapayi Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050	Qumbu Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Address: P/B X 466 Qumbu 5180	Mthatha Mr. T.T Dyasi Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100
Libode Ms. T.C Vikilahle Tel: 047- 5027401 Address: P/B 518 Libode 5160	Dutywa Mr. MA Dwangu Tel: 047- 4891438 / 147 Address: P/B X 1203 Dutywa 5000	Butterworth Mr. MA Jack Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth
Cofimvaba Mr. TM Sikama Tel: 047 -4880024 Address: P/B X 1229 Cofimvaba	Cradock Mr. EG Klassen Tel: 048 -8813103 / 5 Address: P/B X 82 Cradock 5880	Sterkspruit Mr. N Magadu Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762
Queenstown Mr HN Godlo Tel: 045 – 8083000 Address: P/B X 7053 Queenstown 5320	Lady Frere Mrs CN Bula Tel: 047 -8780009 Address: P/B X 1152 Lady Frere 5410	Mbhizana Mr VV Mkentane Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800
Mount Fletcher Mr. AM Mpupu Tel: 039- 2570963 Address: P/B X 1133 Mount Fletcher	Maluti Mr. LE Mtatyana Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	Lusikisiki Mr. T Binase Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820
Graaff-Reinet Mr. NRW De Bruyn Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280	Mount Frere Mr. M. Sobikela Tel: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Grahamstown Ms. NP Futshane Tel: 046- 6229310 Address: P/B X 1001 Grahamstown 6140
Uitenhage Mr. E Gorgonzola Tel: 041- 9954000 Address: P/B X 64 Uitenhage 6200	Port Elizabeth Mrs HJ Grobler Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056	

