



Physical Address: Steve Vukile Tshwete Education Complex, Zone 6' Zwelitsha.
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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
- REQUIREMENTS** : 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 M.W Ngwanya Te l: 043-7434041 Fax: 043-7434030 Address: P/B X 9007 E.L	Fort Beaufort Ms U.B. Nqandela Te l: 046- 6451179 Fax: 046- 6452783 Address: P/B X 2041 F.B.T	King Willam's Town Mr F.C.Sokutu Te l: 043- 6425866 / 896 / 882 Fax: 043- 6425896 Address: P/B X 0055 K.W.T
Ngcobo Ms P.N Teka Te l: 047-5481097 / 99 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050	Qumbu Ms.L.N. Dyodo Te l: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180	Mthatha Mr. T.T Dyasi Te l: 047- 5024268 / 200 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100
Libode Acting District Director Te l: 047- 5027401 Fax: 047-5323505 Address: P/B 518 Libode 5160	Dutywa Acting District Director Te l: 047- 4891438 / 147 Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000	Butterworth Acting District Director Te l: 047- 4910647 / 48 / 49 Fax: 047-4910655 Address: P/B X 3019 Butterworth
Cofimvaba Acting District Director Te l: 047 -4880024 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba	Cradock Mr. D.J.A. Smeda Te l: 048 -8813103 / 5 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880	Sterkspruit Ms. N.Y. Kanjana Te l: 051- 6110052 / 6342009 Fax: 051 - 6110043 / 6342009 Address: P/B X 5026 Sterkspruit 9762
Queenstown Mr HN Godlo Tel: 045 - 8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320	Lady Frere Mr. G.N. Jojwana Te l: 047 -8780009 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410	Mbhizana Mr VV Mkentane Te l: 039 - 2510975 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800
Mount Fletcher Mr. M. M Maqhutyana Te l: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 Mount Fletcher	Maluti Acting District Director Te l: 039 - 2560111 Fax: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	Lusikisiki Acting District Director Te l: 039 - 2536620 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820
Graaff-Reinet Mr E.N Kani Te l: 049- 8072202 Fax: 049 - 8072254 Address: P/B X 726 Graaff-Reinet 6280	Mount Frere Mr. M. Sobikela Te l: 039 - 2550005 Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Grahamstown Mr AT Fetsha Te l: 046- 6229310 Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140
Uitenhage	Port Elizabeth	

Ms. N. Bashman Te l: 041- 9954000 Fax: 041 - 9227659 Address: P/B X 64 Uitenhage 6200	Acting District Director Te l: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915 North End Port Elizabeth 6056	
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