FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

DEPARTMENT OF EDUCATION

HRA 23 OF 2013: VACANCY PS11 OF 2013

Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy. Secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy and lastly, to the candidature of non-public servants.
All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.education.fs.gov.za). Applications must be accompanied by original certified, copies of formal and informal qualifications, driver's license (where specified), identity document and detailed C.V. Separate applications must be submitted for every vacancy. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement.

N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed and e-mailed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Applicants educational qualifications will be verified, references will be checked and security clearance/criminal check will be conducted. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. **Please note: it will be expected of short listed applicants to undertake a competency test and / or make a presentation as requested by the interviewing panel.**
Successful candidates will be vetted. This advertisement will also appear on the website of the Department at www.education.fs.gov.za.

CLOSING DATE: 8 AUGUST 2013

CONTACT INFORMATION OF DISTRICT OFFICES

DISTRICT OFFICE	POSTAL & PHYSICAL ADDRESS	CONTACT PERSON	ROOM NO	TELEPHONE NUMBERS
Xhariep	The Director: Xhariep District Office Private Bag X 20513 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONTEIN	Mr MD Mokhobo	101	(051) 404-4735
Motheo	The Director: Motheo District Office Private Bag X20512 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONTEIN	Ms FSC Padaychee	207	(051) 404-4583
Lejweleputswa	The Director: Lejweleputswa District Office Private X 30 WELKOM 9460 C/O Stateway & Tulbach Street Anmercosa House WELKOM	Mr F Kraalshoek	115	(057) 391 7311
Thabo Mofutsanyana	The Director: Thabo Mofutsanyana District Office Private Bag X 817 WITSIESHOEK 9870 Parliament Building (On the mountain) PHUTHADITJABA	Mr MD Makhubu	G39	(058) 718-4788
Fezile Dabi	The Director: Fezile Dabi District Office Private Bag X 2007 SASOLBURG 9570 23Totius Street Old Cedar School Building SASOLBURG	Mr. JMM Mthimkhulu	32	(016) 973-9049

ADMINISTRATIVE CLERKS: SCHOOLS

SALARY: Level 3 – A basic salary of R81, 312 – 95, 784 per annum

CENTRE: **VARIOUS SCHOOLS IN EDUCATION DISTRICTS (See lists below)**
REQUIREMENTS: Grade 12 and N5 or equivalent qualification.
RECOMMENDATION: Good communication skills, organising and planning skills • computer literacy and application of MS Office package. Personal attributes: Self-driven • ability to work under pressure.
DUTIES: Assist with general office administration within Education Institutions. Handling of all files, keeping establishment records up to date; keeping catalogues, Education Acts, Rules and regulations up to date; responsible for ordering of stationery, text books and maintenance of material; typing of letters and question papers. Keeping leave register up to date; handling telephone enquiries and any other official duties as may be assigned.

1. XHARIEP DISTRICT

NO	NAME OF SCHOOL	POST: ADMIN CLERK	REFERENCE
1	IKANYEGENG C/S 820830	1	DC17/PS11/2013/1

2. MOTHEO DISTRICT

NO	NAME OF SCHOOL	POST: ADMIN CLERK	REFERENCE
1	JOE SOLOMON P/S 840042	1	DC17/PS11/2013/2
2	NTHAPELLENG P/S 820368	1	DC17/PS11/2013/3
3	SAND DU PLESSIS S/S 193214	1	DC17/PS11/2013/4

3. FEZILE DABI DISTRICT

NO	NAME OF SCHOOL	POST: ADMIN CLERK	REFERENCE
1	HEILBRON C/S 196210	1	DC20/PS11/2013/5

GENERAL ASSISTANTS: SCHOOLS

SALARY: Level 1 – A basic salary of R63, 135 – 67, 008 per annum.
CENTRE: **VARIOUS SCHOOLS IN EDUCATION DISTRICTS (See attached lists)**
REQUIREMENTS: ABET or equivalent qualification and learnership.
DUTIES: Provide cleaning and other services outside and inside the school building. Assist with off loading of goods.

1. XHARIEP DISTRICT

NO	NAME OF SCHOOL	POST: GENERAL ASSISTANT	REFERENCE
1	LUCKHOFF P/S 193120	2	DC16/PS11/2013/6
2	SPRINGFONTEIN P/S 820528	1	DC16/PS11/2013/7

2. MOTHEO DISTRICT

NO	NAME OF SCHOOL	POST: GENERAL ASSISTANT	REFERENCE
1	MAHLATSWETSA P/S 990005	1	DC17/PS11/2013/8
2	SELOKISA I/S 820374	1	DC17/PS11/2013/9

SENIOR HOUSEKEEPING SUPERVISORS AT HOSTELS

SALARY: Level 4 – A basic salary of R96, 363 – 113, 511 per annum
CENTRE: **VARIOUS SCHOOLS IN EDUCATION DISTRICTS (See attached lists)**
REQUIREMENTS: Grade 12 and N5 or equivalent qualification.
RECOMMENDATION: Appropriate experience and potential will be a recommendation.
DUTIES: Create an attractive, orderly and homely atmosphere. Supervise the Housekeeping Supervisors and Household Aids. Ensure that the domestic personnel are thoroughly trained for their tasks and that the attendance registers in respect of personnel is completed daily. Ensure that well-balanced menus for personnel and learners are drawn up, taking into account the allocated money and the different seasons. Responsible for determining the daily, monthly and quarterly requirement of food, according to the menus, as well as material and other supplies. Prepare the submission of above requests to the SES: HOSTELS. Responsible for all tasks regarding supplies, storing, accounting & issuing of stock. Keep and control records and stock registers. Responsible for the laundry, washing and ironing of bedding, learner's clothes etc.

1. LEJWELEPUTSWA DISTRICT

NO	NAME OF SCHOOL	POST: SENIOR HOUSEKEEPING SUPERVISOR	REFERENCE
1	AMARI SPECIAL/S 162500	1	DC18/PS11/2013/10

HOUSEHOLD AIDS: HOSTELS

SALARY: Level 1 – A basic salary of R63, 135 – 67, 008 per annum.
CENTRE: **VARIOUS SCHOOLS IN EDUCATION DISTRICTS (See attached lists)**
REQUIREMENTS : ABET or equivalent qualification and learnership.
DUTIES: Tending children. Cleaning of residence, boarding houses, and institutions, by washing, polishing, vacuum cleaning, sweeping and the removing of refuse. Wash, dry and iron linen and clothes; prepare food, serve food and wash dishes; perform small maintenance tasks and any other related to tasks

1. LEJWELEPUTSWA DISTRICT

NO	NAME OF SCHOOL	POST: HOUSEHOLD AID	REFERENCE
1	SAAMWERK P/S 840200	1	DC18/PS11/2013/12

2. THABO MOFUTSANYANA DISTRICT

NO	NAME OF SCHOOL	POST: HOUSEHOLD AID	REFERENCE
1	VOORTREKKER C/S 191204	1	DC19/PS11/2013/13
2	WITTEBERG S/S 191208	1	DC19/PS11/2013/14