

Advertisement of Posts

DEPARTMENT OF EDUCATION AND SPORT DEVELOPMENT
DEPARTMENTAL CIRCULAR NO: 46 OF 2017

Notice is hereby given for our
intention to appoint

(70) Administrative Assistants
Posts at Public Ordinary Schools

Basic Salary: 152 962 per Annum (Salary Level 5)



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
Lefapha la Thuto le Tihabololo ya Metshameko
NORTH WEST PROVINCE



DEPARTMENT OF EDUCATION AND SPORT DEVELOPMENT

Notice is hereby given for our intention to appoint:

(70) ADMINISTRATIVE ASSISTANTS POSTS AT PUBLIC ORDINARY SCHOOLS

Basic Salary: 152 962 per Annum (Salary Level 5)

Total number of posts allocated per district:

| District | No. of posts |
|---------------------|--------------|
| BOJANALA | 27 |
| DR KENNETH KAUNDA | 12 |
| DR RUTH S MOMPATI | 15 |
| NGAKA MODIRI MOLEMA | 16 |

Requirements:

- Grade 12 or equivalent qualification.
- Knowledge of the public sector and its regulatory framework.
- Proven administrative skills.
- Track record in the creation/layout/typing of documents, presentation, reports and databases.
- Proven office administration skills relating to client liaison, function and meeting schedule, equipment administration, filing and recordkeeping.
- Proven computer literacy, including MS Word, Excel and PowerPoint.

Key performance areas include, inter alia:

- Office administration.
- Filing and record administration.
- Petty cash and creditors payment administration.
- Secretarial support.

Directions to candidates:

The Z83 application form must be duly completed. The application must be accompanied by a comprehensive Curriculum Vitae (CV), certified copies of qualifications and Identity Document. Applications must be sent to the relevant District Offices as indicated below. Applications sent to the wrong office/address/station and/or those reaching their destination after the closing date will not be considered.

The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply and will receive preference.

Applications must be forwarded to our District Offices at the following physical addresses:

- **Bojanala District Services:**
Mr JT Mogatusi, Bojanala Platinum, Palladium House, 102 cnr OR Tambo and Klopper Streets, Rustenburg, tel. (014) 597-8720
- **Ngaka Modiri Molema:**
Ms GL Tsoetsi, No 10 Nelson Mandela Drive, Mafikeng, tel. (018) 388-1965
- **Dr Kenneth Kaunda:**
Ms S de Meyer, Teemane Building, No 8 OR Tambo Street, Potchefstroom, tel. (018) 299-8101
- **Dr Ruth Segomotsi Mompati:**
Ms MA Monareng, Mini Garona Building, Corner of North & Molopo Road, Vryburg, tel (053) 928-0269/70
- Closing date: 2 February 2018.
- Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The department reserves the right not to fill an advertised post.



Ms SM Semaswe
Acting Superintendent General

| Post Ref No. | Comp code | comp des | District/Corporate | Sub-District | Cluster | No. of posts |
|--------------|-----------|------------------------------------|---------------------|-----------------|-----------------|--------------|
| 600100032 | 82122 | ATAMELA PRIMARY SCHOOL | DR KENNETH KAUNDA | MATLOSANA | JC MOTAUNG | 1 |
| 600100056 | 961648 | BAITSHOKI HIGH SCHOOL | NGAKA MODIRI MOLEMA | DITSOBOTLA | ITSOSENG | 1 |
| 600100083 | 960229 | BAROLONG HIGH SCHOOL | NGAKA MODIRI MOLEMA | MAHIKENG | MONTSHIOA STADT | 1 |
| 600100103 | 82502 | BAVIAANSKRANS PRIMARY | DR KENNETH KAUNDA | MATLOSANA | NALEDI | 1 |
| 600100109 | 83301 | BETHEL HIGH SCHOOL | NGAKA MODIRI MOLEMA | DITSOBOTLA | COLIGNY | 1 |
| 600100132 | 961929 | BOGATSU PRIMARY SCHOOL | BOJANALA | MOSES KOTANE | MADIKWE | 1 |
| 600100313 | 962024 | Dithoteng Primary School | BOJANALA | MOSES KOTANE | REAPELA | 1 |
| 600100343 | 961004 | EBETSAMANG PRIMARY SCHOOL | DR RUTH S MOMPATI | GREATER TAUNG | TAUNG CENTRAL | 1 |
| 600100530 | 86102 | IKATISONG | BOJANALA | MADIBENG | TOLOANE | 1 |
| 600100562 | 960325 | ITEKENG PRIMARY SCHOOL | NGAKA MODIRI MOLEMA | MAHIKENG | CENTRAL | 1 |
| 600100616 | 83312 | KALKBANK PRIMARY | BOJANALA | MORETELE | TSWAING | 1 |
| 600100618 | 81317 | KAMEEL PRIMARY SCHOOL | DR RUTH S MOMPATI | NALEDI | NALEDI | 1 |
| 600100635 | 961546 | KATLARELO PRIMARY SCHOOL | DR RUTH S MOMPATI | KAGISANO MOLOPO | MOROKWENG 2 | 1 |
| 600105349 | 999999 | CENTRAL PRIMARY SCHOOL | BOJANALA | MADIBENG | KOPANO-MADIBENG | 1 |
| 600100700 | 81321 | KGOTLELELA | DR RUTH S MOMPATI | NALEDI | NALEDI | 1 |
| 600100704 | 961938 | KHAYAKHULU PRIMARY SCHOOL | BOJANALA | MOSES KOTANE | REAPELA | 1 |
| 600100705 | 82110 | KHAYALETHU PRIMARY SCHOOL | DR KENNETH KAUNDA | MATLOSANA | MFUNDO-THUTO | 1 |
| 600100805 | 89026 | PA THERON PRIMARY | DR KENNETH KAUNDA | MATLOSANA | MEEPONG | 1 |
| 600100855 | 81323 | LELIESPRUIT SCHOOL | DR RUTH S MOMPATI | NALEDI | NALEDI | 1 |
| 600100677 | 999999 | KGATSHENG-THABISO SECONDARY SCHOOL | BOJANALA | RUSTENBURG | BOINELO | 1 |
| 600100921 | 960224 | LOMANYANENG PRIMARY SCHOOL | NGAKA MODIRI MOLEMA | MAHIKENG | MMABATHO | 1 |
| 600100967 | 960312 | MADIBA COMBINED SCHOOL | NGAKA MODIRI MOLEMA | MAHIKENG | MMABATHO | 1 |
| 600101045 | 81111 | MALEBOGO PRIMARY SCHOOL | DR RUTH S MOMPATI | NALEDI | NALEDI | 1 |
| 600101048 | 961849 | MALEFO SECONDARY SCHOOL | BOJANALA | MOSES KOTANE | DINALEDI | 1 |
| 600101077 | 961775 | MANTSERRE PRIMARY | BOJANALA | MOSES KOTANE | MOGALE | 1 |

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|--------------|-----------|---|---------------------|-------------------|---------------------|--------------|
| 600101088 | 960924 | MAPHOITSILE PRIMARY SCHOOL | DR RUTH S MOMPATI | GREATER TAUNG | BA GA MOTHIBI | 1 |
| 600101211 | 960345 | MMAKAU MOEMISE | BOJANALA | MADIBENG | KOPANO-MADIBENG | 1 |
| 600101213 | 960612 | MMAKGAJE SECONDARY SCHOOL | NGAKA MODIRI MOLEMA | RAMOTSHERE MOILOA | NIETVERDIENDT | 1 |
| 600101229 | 960369 | MMANOTSHE-MODUANE HIGH | BOJANALA | MADIBENG | TOLOANE | 1 |
| 600101235 | 961103 | Mmatlhwaela Primary School | BOJANALA | MORETELE | MAKAPANSTAD WEST | 1 |
| 600101252 | 82526 | MODDERKRAAL PRIMARY | DR KENNETH KAUNDA | MAQUASSI HILLS | NALEDI | 1 |
| 600101280 | 82810 | MOFATHOSI SECONDARY SCHOOL | DR KENNETH KAUNDA | MATLOSANA | TSWELELOPELE | 1 |
| 600101315 | 960677 | MOKGAKALA HIGH SCHOOL | NGAKA MODIRI MOLEMA | RAMOTSHERE MOILOA | ZEERUST | 1 |
| 600101357 | 961620 | MONCHUSI SECONDARY SCHOOL | DR RUTH S MOMPATI | KAGISANO MOLOPO | MOROKWENG 2 | 1 |
| 600101458 | 960595 | MOTSWEDI HIGH SCHOOL | NGAKA MODIRI MOLEMA | RAMOTSHERE MOILOA | MOTSWEDI | 1 |
| 600101469 | 961887 | Mphela Secondary School | BOJANALA | MOSES KOTANE | MOGALE | 1 |
| 600101489 | 961127 | NCHAUPE HIGH | BOJANALA | MORETELE | MAKAPANSTAD CENTRAL | 1 |
| 600101650 | 81358 | PICA PAU COMBINED SCHOOL | DR RUTH S MOMPATI | KAGISANO MOLOPO | MOROKWENG 1 | 1 |
| 600101651 | 97109 | LAERSKOOI PIET PLESSIS | DR RUTH S MOMPATI | KAGISANO MOLOPO | TAAKAGAMENG | 1 |
| 600101673 | 89179 | POTCHEFSTROOM CENTRAL SCHOOL | DR KENNETH KAUNDA | JB MARKS | SUPER A | 1 |
| 600101675 | 89118 | THE HIGH SCHOOL FOR GIRLS POTCHEFSTROOM | DR KENNETH KAUNDA | JB MARKS | SUPER A | 1 |
| 600101692 | 960559 | PUO-PHAA | BOJANALA | MADIBENG | RETLAKGONA | 1 |
| 600101711 | 961853 | Rakoko Senior Secondary School | BOJANALA | MOSES KOTANE | DINALEDI | 1 |
| 600101883 | 89087 | HOËRSKOOI SANNIESHOF | NGAKA MODIRI MOLEMA | TSWAING | DELAREYVILLE | 1 |
| 600101906 | 961159 | SEEMA MAKAPAN | BOJANALA | MORETELE | MAKAPANSTAD | 1 |

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|--------------|-----------|---|---------------------|-------------------|---------------|--------------|
| 600101911 | 83404 | SEFATLHANE PRIMARY SCHOOL | NGAKA MODIRI MOLEMA | RAMOTSHERE MOILOA | NORTH | 1 |
| 600101972 | 960713 | SERUTUBE PRIMARY | BOJANALA | RUSTENBURG | BOITSHOKO | 1 |
| 600101981 | 81342 | SETUMO COMBINED SCHOOL | DR RUTH S MOMPATI | NALEDI | NALEDI | 1 |
| 600101987 | 962028 | SEWAGODIMO TECHNICAL AND COMMERCIAL HIGH SCHOOL | BOJANALA | MOSES KOTANE | MADIKWE | 1 |
| 600102057 | 961625 | TASMAN MIDDLE | DR RUTH S MOMPATI | KAGISANO MOLOPO | TLAAKGAMENG | 1 |
| 600102197 | 97112 | LAERSKOOL TOSCA | DR RUTH S MOMPATI | KAGISANO MOLOPO | MOROKWENG 1 | 1 |
| 600102254 | 961586 | TSHWARAGANANG | DR RUTH S MOMPATI | KAGISANO MOLOPO | MOROKWENG 1 | 1 |
| 600102294 | 82102 | VAAL REEFS PRIMARY SCHOOL | DR KENNETH KAUNDA | MATLOSANA | JC MOTAUNG | 1 |
| 600102377 | 960746 | Kutlwanoong School For The Deaf | BOJANALA | RUSTENBURG | AREAGANENG | 1 |
| 600102400 | 960177 | Retlametswe Special School | NGAKA MODIRI MOLEMA | MAHIKENG | TSHWARANANG | 1 |
| 600103621 | 84242 | POTCHEFSTROOM PRIMARY | DR KENNETH KAUNDA | JB MARKS | RETLAKGONA | 1 |
| 600104068 | 82570 | KABELANO PRIMARY SCHOOL | DR KENNETH KAUNDA | MATLOSANA | TSWELELOPELE | 1 |
| 600100914 | 999999 | LOFDAL CHRISTIAN SCHOOL | DR KENNETH KAUNDA | MATLOSANA | MEEPONG | 1 |
| 600105293 | 999999 | MADIBA A TOLOANE SECONDARY SCHOOL | BOJANALA | MADIBENG | RETLAKGONA | 1 |
| 600105293 | 999999 | MADINYANE P. | BOJANALA | MADIBENG | RETLAKGONA | 1 |
| 600105999 | 999999 | MMADIKETE LION SECONDARY SCHOOL | BOJANALA | LETLHABILE | THUTO LESEDI | 1 |
| 600105341 | 963006 | G.R SETSETSE | NGAKA MODIRI MOLEMA | DITSOBOTLA | COLIGNY | 1 |
| 600105345 | 963000 | GOITSEONE MANKUROANE PRIMARY SCHOOL | DR RUTH S MOMPATI | GREATER TAUNG | TAUNG CENTRAL | 1 |
| 600105346 | 963002 | MOJAMORAGO PRIMARY SCHOOL | NGAKA MODIRI MOLEMA | MAHIKENG | BOTSHABELO | 1 |
| 600105296 | 999999 | MOKGOBOLA -SETSHEDI PRIMARY | BOJANALA | MORETELE | MAKAPANSTAD | 1 |

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|--------------|-----------|---------------------------------------|---------------------|--------------|-------------------|--------------|
| 600105350 | 963003 | HOLY FAMILY PRIMARY SCHOOL | BOJANALA | MOSES KOTANE | NORTH | 1 |
| 600105351 | 963004 | LICHTENBURG ENGLISH SECONDARY | NGAKA MODIRI MOLEMA | DITSOBOTLA | DITSOBOTLA | 1 |
| 600105352 | 963001 | MOSIAMI MILDRED MOGAPI PRIMARY | NGAKA MODIRI MOLEMA | MAHIKENG | TSHWARANANG | 1 |
| 600105295 | 999999 | SETILO SECONDARY SCHOOL | BOJANALA | MORETELE | MAKAPANSTAD NORTH | 1 |
| 600105295 | 999999 | ZACHARIA MANKGATLENG SECONDARY SCHOOL | BOJANALA | MORETELE | MAKAPANSTAD NORTH | 1 |



Education and Sport Development

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 Lefapha la Thuto le Tlhabololo ya Metshameko

NORTH WEST PROVINCE

Taletso Building,
 Chief Directorate: HRM&D
 Dr Albert Luthuli Drive, Mmabatho
 Private Bag X2044,
 Mmabatho 2735
 Tel.: (018) 388-3426 / 7
 Tel.: (018) 388-4179 / 80
 Fax: (018) 388-1701

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

MANAGEMENT PLAN FOR THE ADVERTISED 70 ADMINISTRATIVE ASSISTANT POSTS AT SCHOOLS

| No | ACTIVITY | RESPONSIBILITY | START DATE | END DATE |
|----|---|----------------------------------|---|---------------------------------------|
| 1. | Release of adverts | Mr L. Abrahams (HRM Directorate) | 15-16 Jan. 2018 | |
| 2. | Closing date for advertised posts | All applicants | | 2 February 2018 |
| 3. | Preparation of Schedules | HR Practitioners | Schedules must be prepared as applications are submitted 22 January 2018 | Finalized due date 5 February 2018 |
| 4. | Collection of applications by schools from district offices | Principals | 7 February 2018 | 7 February 2018 |
| 5. | Setting of interview selection panels | Principals & SGB's | Schools must setup selection panels before the closing date | 9 February 2018 |
| 6. | Short listings process | Principals & SGB's | 12 February 2017 | 12 February 2018 |
| 6. | Interview process | Principals & SGB's | 19 February 2017 | 19 February 2018 |
| 7. | Preparation and approval of submissions | HR Practitioners | 23 February 2017 | 23 February 2018 |
| 8. | Assumption of duty | HR Practitioners | 01 March 2018 | |

