



## **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**

Chief Directorate: HRM&D  
Dr Albert Luthuli Drive, Mmabatho  
Private Bag X2044,  
Mmabatho 2735  
Tel.: (018) 388-3426 / 7  
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### **CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION**

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**Reference:** Filling of Posts  
**Enquiries:** Mr LPT Abrahams  
**Telephone:** (018) 388 4016  
**Date:** 11<sup>th</sup> July 2017

**TO:** Chief Directors  
Directors  
Deputy Directors  
Assistant Directors  
Area Office Managers  
Principals/Heads of Learning Institutions  
All Employees

#### **DEPARTMENTAL PUBLIC SERVICE ACT STAFF VACANCY CIRCULAR NO. 26 OF 2017**

1. Attached hereto is a copy of an advertisement of PSA posts within the department.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
  - (a) Separate application form Z83 must be duly completed for each post,
  - (b) An application form must be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, identity document and driver's license, (where necessary)
  - (c) The post number must be quoted on each application form,
  - (d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement,
  - (e) Applications which are sent to the wrong address or reach their destination after the closing date will not be considered, and
  - (f) An envelope containing application forms must be forwarded to the relevant Office as indicated in the advertisement.
4. The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
5. Due to large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check your application. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.
6. Closing Date: 21<sup>st</sup> JULY 2017

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**ACTING SUPERINTENDENT GENERAL**

**SUB-DIRECTORATE: INCLUSIVE EDUCATION SERVICES  
DIVISION: SPECIAL SCHOOLS  
HOUSEHOLD AIDS (SL2)  
BASIC SALARY: R 90 234 PER ANNUM**

***NB: THE NAME OF THE SCHOOL WILL SERVE AS REFERENCE NUMBER  
FOR EVERY POST THAT APPLICANTS WISH TO APPLY FOR***

**Dr Ruth Segomotsi Mompoti: MM Sebitloane (3) Christiana School for the Blind (3)**

**Dr Kenneth Kaunda District: ES le Grange (4) Ikalafeng (2) NW Sec School for the Deaf (1) Keurhof (1) Daeraad(3) Die Wilge (5)**

**Bojanala: Kutlwanong (4) Meerhof (13)**

**Ngaka Modiri Molema: Bophelong (6) Coligny Secondary School (1) Tlamelang (11) DP Moloto (4) Reatlegile (4) Resomaretse (5) Rorisang (5) Retlametswe (2)**

**Requirements:** • ABET qualification or equivalent.

**Knowledge and skills:** • Knowledge of maintenance procedures and safety requirements attached to the duties of the post • The ability to operate kitchen and cleaning equipment (e.g gas and electrical stoves)

• Basic literacy and numeracy skills to read instructions for requirements i.r.o beverages, cleaning and food preparation • Grooming of learners with barriers • Laundry washed, dried and ironed.

**Key performance areas include, inter alia:** • Ensuring and maintaining the cleaning of the hostel area

• Preparing and serving food.

**Enquiries:** Bojanala : Mrs MC Modutwane, tel. (014) 597 8652/3/4

Dr Kenneth Kaunda: Ms G Nomandla/Ms J Bruwer, tel. (018) 299-8243/8248

Dr Ruth Segomotsi Mompoti: Ms MA Monareng, tel (053) 928-0245

Ngaka Modiri Molema: Mrs NM Mothusi, tel (018) 388-3108

**HOUSEHOLD SUPERVISOR (SL4)  
BASIC SALARY: R127 851 PER ANNUM**

**DR Ruth Segomotsi Mompoti: MM Sebitloane (6) Christiana school for the blind (8)**

**DR Kenneth Kaunda District: ES LE Grange (3) NW Sec school for the deaf (2) Janie Schneider(1)Die Wilge(1)**

**Ngaka Modiri Molema: Bophelong (6) Coligny Secondary School (1) Tlamelang (4) DP Moloto (1) Reatlegile (1) Resomaretse (1) Rorisang (1) Retlametswe (1)**

**Requirements:** • A Grade 12 or equivalent qualification with between 0 and 2 years' relevant experience

• Experience and training (formal and/or in-service) in the following:

Preparation of food; cleaning as well as menu planning • Preference will be

given to those applicants with experience in and knowledge of disabled learners barriers to learning.

**Key performance areas include, inter alia:** • Correct provision of supplies requested from the storeroom

• Ensuring proper catering at school hostels • Ensuring that the general neatness of hostels is maintained and the welfare of the learners is promoted • Laundry of learners managed • Supervision of subordinates  
• First aid administered.

**Enquiries:** Bojanala : Mrs MC Modutwane, tel. (014) 597 8652/3/4

Dr Kenneth Kaunda: Ms G Nomandla/Ms J Bruwer, tel (018) 299-8243/8248

Dr Ruth Segomotsi Mompati: Ms MA Monareng, tel (053) 928-0245

Ngaka Modiri Molema: Ms NM Mothusi, tel (018) 388-3108

**ADMINISTRATIVE ASSISTANT (SL 5)  
BASIC SALARY: R152 862 PER ANNUM**

**Dr Ruth Segomotsi Mompati: Lillian Lehahla (1)**

**Bojanala: Oom Paul (1) Reoleboge (1) Neo Mathabe (1)**

**Dr Kenneth Kaunda District: Janie Schneider (1) NW School of the Deaf (1)**

**Requirements:** • A Grade 12 or equivalent qualification with up to 2 years' relevant experience

• Knowledge of the public sector and its regulatory framework • Proven administrative skills • A 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 • Knowledge of SA-SAMS will be an added advantage.

**Key performance areas include, inter alia:** • Office administration • Filing and record administration • Petty cash and creditors' payment administration • Secretarial support • Data capturing on SA-SAMS.

**Enquiries:** Bojanala : Mrs MC Modutwane, tel. (014) 597 8652/3/4

Dr Ruth Segomotsi Mompati: Ms MA Monareng, tel (053) 928-0245

Dr Kenneth Kaunda: Ms G Nomandla/Ms J Bruwer, tel (018) 299-8243/8248

**CLASS ASSISTANTS (SL 2)  
BASIC SALARY: R 90 234 PER ANNUM**

**Dr Ruth Segomotsi Mompati: MM Sebitloane (7)**

**Bojanala: Kutlwanong (5) Deaf & Hearing (2) Iteko (2) Meerhof (6) Obed More (5) Reoleboge (3) Proteapark (2) Temogo (5) Mmekwa (2) Neo Mathabe (2)**

**Dr Kenneth Kaunda District: Esle Grange (2)**

**Requirements:** • ABET qualification or equivalent • Experience in and knowledge of working with young children • Experience in and knowledge of disabled learners experiencing barriers to learning will be an added

advantage • Good relationships with children • The ability to and interest in working with disabled children.

**Key performance areas include, inter alia:** • Acting as class assistant regarding issues such as discipline

• Class management • Ensuring cleanliness of the class environment • Developing a rapport with learners and being an advocate for their inclusion.

**Enquiries:** Dr Ruth Segomotsi Mompoti: Ms MA Monareng, tel (053) 928-0245

Bojanala : Mrs MC Modutwane, tel. (014) 597 8652/3/4

Dr Kenneth Kaunda: Ms G Nomandla/Ms J Bruwer, tel (018) 299-8243/8248

### **DRIVERS (SL 3)**

**BASIC SALARY: R107 886 PER ANNUM**

**Dr Ruth Segomotsi Mompoti: MM Sebitloane (4) Christiana School for the Blind (1) Lillian Lehahla (1)**

**Bojanala: Meerhof (4) Mmekwa Maseding (1) Obed More (1)**

**Dr Kenneth Kaunda District: Jane Schneider (1) Daeraad (1) Keurhof (1)**

**Requirements:** • ABET qualification or equivalent • Code 8 or 10 drivers' license with a professional drivers' permit (PDP) with between 2 and 5 years' experience in a transport environment.

**Knowledge and skills:** • Knowledge of government Transport Regulations • The ability to communicate in English and Setswana, both verbally and in writing.

**Key performance areas include, inter alia:** • Transportation services and vehicle management.

**Enquiries:**

Bojanala Platinum: Mrs MC Modutwane, tel. (014) 597 8652/3/4

Dr Kenneth Kaunda: Ms G Nomandla/Ms J Bruwer, tel (018) 299-8243/8248

Dr Ruth Segomotsi Mompoti: Ms MA Monareng, tel (053) 928-0245

Ngaka Modiri Molema: Mrs NM Mothusi, tel (018) 388-3108

**NB: THE NAME OF THE SCHOOL WILL SERVE AS REFERENCE NUMBER FOR EVERY POST THAT APPLICANTS WISH TO APPLY FOR.**

### **General Instructions**

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of the posts. Candidates whose transfer/promotion/appointment will promote the above, will receive preference. A clear indication in this regard will facilitate the processing of applications.

Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service department, and be accompanied

by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

**Envelopes containing application forms must be clearly marked "Application for an advertised post" and forwarded to the address and attention of the person listed below:**

- **Dr Ruth Segomotsi Mompoti:** Private Bag X21, Vryburg 8600 or hand delivery at Block D, Second Floor, Mini Garona Building, corner North and Molopo Street, for attention: Ms M A Monareng, tel. (053) 928 0269/0270
- **Bojanala Platinum:** Private Bag X82110, Rustenburg 0300 or hand delivery at Palladium House, Corner 102 Oliver Tambo Drive & Klopper Street, Rustenburg 0300, for attention: Mrs MC Modutwane, tel. (014) 597 8652/3/4
- **Dr Kenneth Kaunda:** Private Bag X1256, Potchefstroom 2520 or hand delivered at Teemane Building, 8 OR Tambo Street, Potchefstroom 2520, For Attention: Ms G Nomandla, tel (018) 299-8243
- **Dr Ruth Segomotsi Mompoti:** Private Bag X21, Vryburg 8600 or hand delivered at Block D, Second Floor, Mini Garona Building, corner Noord and Molopo Road, For Attention: Ms MA Monareng, tel (053) 928-0245
- **Ngaka Modiri Molema:** Private Bag X10, Mmabatho or hand delivered at 10 Nelson Mandela Drive, Mahikeng, For Attention: Ms N Mothusi, tel. (018) 388-3108

Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to confirm if your application has been received. 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 make an appointment to the advertised post.

**Closing date: 21 July 2017** (posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered).