



KZN EDUCATION

UMNYANGO WEZEMFUNDO
ISIFUNDAZWE SAKWAZULU-NATALI

ENQUIRIES: Mr MMsibi/Roshan Rambarran

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REF: Internal Directory
DATE: 14 May 2007

To: SENIOR GENERAL MANAGERS
ACTING CHIEF FINANCIAL OFFICER
GENERAL MANAGERS AND MANAGERS
DISTRICT MANAGERS
CLUSTER MANAGERS
HEADS OF COMPONENTS

KZN CIRCULAR NO. 52 OF 2007

COMPILING AN INTERNAL CONTACT DIRECTORY – REQUEST FOR A STAFF LIST

1. The Directorate: Internal Communication is in the process of compiling an internal contact directory for the Department. The document is in an advance stage of proofing, editing and printing.
2. Heads of all structures within the Department are kindly requested to submit their staff list as per example of details appearing below to the Directorate: Internal Communication via e-mail to Xoli.Thompson@kzndoe.gov.za or faxed on 0865119124 to finalise the audit. They will also be responsible to confirm accurate data of all staff within the unit

Name	Designation	Component	Tel. No.	Fax No.	E-mail Address	Cell No.	Area
Mandla Msibi	Manager	Internal Communication	[033] 341 8535	08651191 24	Xoli.Thompson@kzndoe.gov.za	083 461 6253	HO, MET

3. The deadline for all submission of the staff list is, Tuesday, 22 May 2007. Failure to adhere the deadline will result in your contact details being omitted.

Yours faithfully

Ms LC Mbobo
Senior General Manager:
Human Resource & Administration Services

21/05/2007