



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries : Mr A.B. Zwane

Reference 4/1/2

Date: 24 February 2020

TO: Deputy Director Generals
Chief Directors
Directors
CES: Circuit Management
Circuit Managers
Heads of Sections
Principals of all Schools

HRM VACANCY CIRCULAR NO. 10 OF 2020

1. INTRODUCTION

- 1.1 This circular minute is issued in terms of the Provisions of Regulation 40 of the Public Service Regulations, 2016 and in this regard it is important to note that the Public Service is an Equal Opportunity, Affirmative Action Employer.
- 1.2 The content of the circular minute must without delay be brought to the notice of all eligible officers and employees on your establishment including the Districts and Circuit Offices. All potential candidates who may qualify for the post/s in terms of this circular must be notified, even if they are absent from their normal places of work.

2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Originally certified copies of qualifications, Driver's license and ID must be attached and forwarded to the relevant address. Closing date for this circular is **20 March 2020**, unless otherwise stated.
- 2.2 Please ensure that the full post description and the relevant post reference number on your application.

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Through a Revolutionary Education for All...*

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz Street • NED Building • Pietermaritzburg • 3201 Princess.Ntshangase@kzndoe.gov.za

Tel.: +27 33 846 5353 • Fax: +27 033 846 5179 • Web: www.kzneducation.gov.za

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- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post or on the list provided for enquiries.
- 2.4 Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.
- 2.5 Faxed and e-mailed copies of applications will not be considered.
- 2.6 If applicants do not hear from this office within six months after the closing date of this circular, they must consider their applications as unsuccessful.
- 2.7 Applications that do not comply with the above instructions shall be disqualified.
- 2.8 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favorably.

DR. E. NZAMA
HEAD OF DEPARTMENT: EDUCATION

DATE: 26/02/2020

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- POST** : **CMC OFFICERS: EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS)**
- CENTRE** : DOE/61/2020 : HEAD OFFICE (4 Posts)
DOE/62/2020 : Amajuba District (2 Posts)
DOE/63/2020 : Ilembe District (3 Posts)
DOE/64/2020 : Harry Gwala District (3 Posts)
DOE/65/2020 : King Cetshwayo District (3 Posts)
DOE/66/2020 : Pinetown District (3 Posts)
DOE/67/2020 : Ugu District (3 Posts)
DOE/68/2020 : Umgungundlovu District (3 Posts)
DOE/69/2020 : Umkhanyakude District (3 Posts)
DOE/70/2020 : Umlazi District (3 Posts)
DOE/71/2020 : Umzinyathi District (3 Posts)
DOE/72/2020 : Uthukela District (3 Posts)
DOE/73/2020 : Zululand District (4 Posts)
- SALARY** : **R173 703.00 p.a. (SALARY LEVEL 5)**
- REQUIREMENTS** : Grade 12/Senior Certificate/Relevant qualification with relevant experience in administration; Computer Literacy (MS Word, Excel, power point), practices. Knowledge and understanding of the legislative framework governing the public Services. Ability to maintain confidentiality, Good decision-making skills and analytical skills. Good communication skills (written and verbal). Planning, coordinating and organizing skills and able to work under pressure with minimum supervision.
- DUTIES** : Render support in implementation of SA-SAMS. : Installation of SA-SAMS program, Distribution of SA-SAMS related tools i.e. surveys, patches etc. Provide assistance with maintenance and cleaning of SASAMS and LURITS databases: Ensure that all SA-SAMS compulsory tables are correctly filled, Ensure that the databases are up-to-date. Provide support in training and collection of SASAMS databases. : Assist ITOs when conducting SA-SAMS training, Assist ITOs when collecting SA-SAMS database. Administration of SA-SAMS. Keep records of consultations in files, Keep up-to-date database of schools administration clerks/SA-SAMS educators which has their names, contact numbers, school manes and circuits.
- ENQUIRIES** : **Mr P.B.V.Ngidi : Telephone : 033 846 5353**

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POST : ADMINISTRATION CLERK OFFICE OF DDG CORPORATE MANAGEMENT
SALARY : R173 703.00 p.a. (SALARY LEVEL 5)
CENTRE : PIETERMARITZBURG, HEAD OFFICE
REFERENCE NO. : DOE/74/2020

REQUIREMENTS: Grade 12/Senior Certificate/Relevant qualification with relevant experience in administration; Computer Literacy (MS Word, Excel, power point), practices. Knowledge and understanding of the legislative framework governing the public Services. Ability to maintain confidentiality, Good decision-making skills and analytical skills. Good communication skills (written and verbal). Planning, coordinating and organizing skills

DUTIES: Provide administrative support to the Deputy Director General .Record/file all incoming and outgoing documents. Manage all records in the office of the DDG. Attend to all logistical arrangements of the office of the DDG. Prepare presentations for the DDG. Manage records and handle routine enquires, Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery, maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Capture and update expenditure in component. Draft meeting Agenda and compile minutes for meetings

ENQUIRIES : Mr.P.B.V.Ngidi: Telephone: 033 846 5353

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Preference will be given to persons from designated groups including persons with disabilities.

THE PROVINCIAL DEPARTMENT OF EDUCATION: KWAZULU-NATAL IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

Directive to Applicants

NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.

Failure to comply with the above directives will result in the application not being considered.

Closing date for applications is 20 March 2020

Please note: Applications should be sent by post for the attention of Mr. P.B.V. Ngidi The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.

Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

NOTE: • The filling of the posts will be done in terms of the Department's approved Employment Equity Plan • The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

Kindly bring the contents of this circular to all concerned.

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3. GRIEVANCES AND DISPUTES

3.1 Grievances must be lodged in writing with the Employee Relations Directorate at Head Office within 7 working days of each process using the attached grievance form. For the attention of Mr. N.C Ngcobo at:

Postal Address: Private Bag X9137
Pietermaritzburg
3200

Physical Address: 228 Pietermaritz Street
Pietermaritzburg
3200

Telephone No.: 033-846 5402

Fax No.: 0864840680

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