

administration process. Prepare all administrative documents for all marking centres. Provide the administrative support at the marking centres. Provide effective administrative support to the Business Unit. Compile correspondence, reports, presentations, and other written material for the Business Unit. Compile and disseminate minutes of meetings, discussions, and workshops to relevant stakeholders. Arrange appointments for official visits, meetings, and other events. Provide secretariat services to the Business Unit's meetings. Coordinate the procurement of goods and services for the sub- directorate. Compile submissions for procurement of goods and services. Monitor assets within the Business Unit. Co-ordinate requisition of stationery, printing, document binding, faxes, e-mail, deliveries, and other requests. Provide supervision to personnel in the Business Unit. Supervise staff.

ENQUIRIES : Ms. Lufuno Raluombe Tel No: (010) 345 0930

POST 21/178 : **SOCIAL WORKER: GRADE 1 (X11 POSTS)**
Directorate Early Childhood Development

SALARY : R325 200 per annum
CENTRE : Johannesburg Central District Ref No: REFS/022844 (X3 Posts)
Sedibeng East District Ref No: REFS/022846 (X3 Posts)
Tshwane North District Ref No: REFS/022850 (X3 Posts)
Johannesburg East Ref No: REFS/022854
Tshwane West District Ref No: REFS/022857

REQUIREMENTS : A Degree in Social Work (NQF 7). Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Ability to implement chapter 5 and 6 of the Children's Act 38 of 2005. Certified copies of ID and a valid driver's license. Knowledge and understanding of early childhood development environment. Have communication, coordination, planning and organizing, report writing skills, teamwork and computer literacy. Accomplish tasks, prevent, alleviate distress and use resources effectively.

DUTIES : Implement Children's Act 38 of 2005, PFMA, register ECDs, monitor, facilitate panels and recommendations for funding, maintenance of district database, implementation of provincial and national projects. submission of district reports, investigate ministerial enquiries and submission of reports, working with ECD stakeholders, coordinate and facilitate regional stakeholders' forums, capacity building for ECD service providers on registration of ECDs, compliance and governance, conduct inspections and monitoring of new, renewal or re-registration of ECD services. guide and support ECD centres to ensure compliance.

ENQUIRIES : Ms. Mantwa Mogashoa at 066 487 2604

POST 21/179 : **PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: REFS/022813**
Directorate: HRTS

SALARY : R325 101 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3- 5 years relevant experience in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver's license is essential.

DUTIES : Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on