

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006 (Metro East EDO)

POST 06/307 : **ADMINISTRATION CLERK: LEARNING TEACHING SUPPORT MATERIAL (LTSM) REF NO: 4**
Directorate: Institutional Resource Support (In Lib Serv)

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Cape Town
: Senior Certificate / Matric. Previous experience in a similar work environment will be an added advantage. Computer literacy in MS Word and Excel. Good verbal and written communication skills in two of the official languages. Knowledge of supply chain management processes, eProcurement Solution (ePS) and LOGIS. Good numeracy skills. Proficiency in two of the three official languages of the Western Cape Province. Sound computer skills. Typing. Organising and planning. Good written and verbal communication. Good interpersonal skills. Liaison skills. Ability to work under pressure. Problem solving.

DUTIES : Administrative support in line with LTSM provisioning. Processing requisitions for LTSM. Procurement, ordering and payment of goods. Updating of information on database. Follow-up on outstanding deliveries with service providers. Telephonic enquiries. General administrative duties.

ENQUIRIES : Ms A Henriques Tel No: (021) 467 2767

POST 06/308 : **ACCOUNTING CLERK REF NO: 78**
District Office: Education District Office Overberg

SALARY CENTRE REQUIREMENTS : R228 321per annum (Level 05)
: Caledon
: A grade 12 certificate or equivalent qualification. Job Summary: To render financial support services within the Education District. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic knowledge of financial operating systems (PERSAL, BAS, LOGIS etc.) Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.

DUTIES : Render Financial Accounting transactions, Receive payment advices. Check payment advices for correctness, verification and approval. Process payment advices (e.g. capture payments). Filing of all documents. Collection of petty cash. Perform Payslip Administration. Receive and distribute payslips and IRP5s. Obtain signatures. File all documents. Perform Bookkeeping support service. Capture all financial transactions (including registration of suppliers). Record debtors and creditors. Process electronic banking transactions. Compile journals.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300

POST 06/309 : **SCHOOL SAFETY SUPPORT WORKER REF NO: 64 (X2 POSTS)**
District Office: Education District Office Metro South

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Mitchells Plain
: Matric Certificate. A valid drivers license. 6 months relevant experience. Preference will be given to applicants with experience in community work. Extensive Knowledge Occupational Health and Safety Act 85 of 1993. Knowledge of Health and safety procedures and prescripts. Handbook on Reasonable Accommodation for People with Disabilities in the Public Service,2008. Computer skills. Planning and organizational skills. Good verbal and written communication skills. Facilitation and presentation skills. Problem solving. Sound budgeting. Facilitation and presentation. Report writing and analytical skills. Computer literacy. Human relations. Communication skills.

DUTIES : Provide assistance and support to the Public Ordinary and Special Schools Safety Committee by improving and maintaining School Safety with: Emergency preparedness planning. Security audits and assessments. Putting in place requisite security and safety mechanisms (Access Control Evacuation Drills etc.) to address risks. Special safety programmes or presentations. Assist in preventing incidents. Assist in the alleviation of substance abuse and establishment of support or preventative programmes. Facilitate various attitudinal and behavioural programmes to enhance safety. Participating as a resource person for different stakeholders to address safety. Assist in developing and conducting sustainable advocacy campaigns to gain support from parents and the broader community to effectively change the culture of truancy. Assist schools in understanding the Learner Attendance Policy. Assist the schools in investigating the allegations of truancy through home visits. Assist in facilitating the assessment of truant learners and placement for interventions with support of educators, parents and curriculum team. Assist support structures in liaising with schools and communities with creative and sustainable structures to deal with the truant and at-risk learners. Attend meetings and liaise with law enforcement agencies, SAPS, DOCS and DOJ. Assist in participating as a resource person in classroom discussions, assemblies and parent groups. Establish youth clubs to address the major challenges facing the schools and communities, viz, gangsterism, abuse, crime, bullying, racism, teenage sexuality, vandalism and burglaries. Identifying learners at risk in consultation with the school. Establish criteria for intervention programmes. Conducting CCAC and Peer Mediation Workshops. Reporting of school crime and violence to DSSCO and Safe Schools Call Centre. Record, organise, store, capture and retrieve correspondence and data. Update register, organise, stores. Handle routine enquiries. Make photocopies and receive or send facsimiles and e-mails. Distribute documents/packages to various stakeholders as required. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing register. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations from school and complete procurement forms for the bidding services. Assist with verification of responses/information received from schools, and other internal and external stakeholders. Obtain inputs, collate and assist with the compilation of reports pertaining to the schools serviced. Assist with monitoring and evaluating services rendered to schools pertaining predetermined objectives. Assist with the planning of workshops, large meetings, conferences as and when they occur.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)

POST 06/310 : **RECEPTIONIST REF NO: 70**
District Office: Education District Office Metro South

SALARY : R193 359 per annum (Level 04)
CENTRE : Mitchells Plain
REQUIREMENTS : Senior/Matric certificate. 6 months relevant experience. Knowledge: Knowledge of Departmental policies and procedures. Knowledge of receptionist duties. Communications protocol. Knowledge of Record Management (Registry & postmaster system). General knowledge of Education District Structure (Operations). Client Care Etiquette. Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint) e-mail system, Internet. Organising skills (Queue-Management skills). Filing skills. Operating of Switchboard. Conflict Management Skills. Interpersonal skills. Listening skills. Good written and verbal communications skills in 2 official languages of the Western Cape.

DUTIES : Receive clients visiting district office. Refer clients to relevant official / venues. Take messages and delivered to employee. Receive mail and documentation delivered to the Education District Office. Register hand delivered mail / files. Access Control. Print and distribute attendance register of officials. File documentation. Recording of all incoming and outgoing faxes. Sending outgoing faxes immediately. Handover of faxes to responsible employee. Register of all incoming and outgoing faxes in fax register. Answer and transfer of telephone calls. Take messages if employees is not available. See that employee receive all messages.

ENQUIRIES : Ms C Meyer- Williams Tel No: (021) 370 2000 (Metro South EDO)