



## education

Department:  
Education  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

Garona Building, Mmabatho  
First Floor, East Wing,  
Private Bag X2044,  
Mmabatho 2735  
Tel.: (018) 388-3429/33  
e-mail: sgedu@nwpg.gov.za

### OFFICE OF THE SUPERINTENDENT-GENERAL

Reference: Filling of Posts (Circular No. 8 of 2024)  
Enquiries: As indicated in the circular

TO: Deputy Director - Generals  
Chief Directors  
Directors  
Sub-District Managers  
Circuit Managers  
Deputy Directors  
Assistant Directors  
Principals/Heads of Learning Institutions  
All Employees

#### DEPARTMENTAL PUBLIC SERVICE ACT (PSA) STAFF VACANCY CIRCULAR NO. 08 OF 2024

1. Attached hereto is a copy of an advertisement of PSA (Office-Based) vacant posts.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
  - (a) The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page.
  - (b) The new Z83 Form must be accompanied by a recently updated and Comprehensive/ Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees.
  - (c) The Post Reference 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.
  - (f) An envelope containing application form/s must be forwarded to the Relevant Office as indicated in the advertisement.
  - (g) The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
  - (h) The department reserves the right not to make any appointments to the advertised posts.
  - (i) Due to the large number of applications the department envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check if your application has been received. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.

**DEPARTMENTAL PUBLIC SERVICE ACT (PSA) STAFF VACANCY**  
**CIRCULAR NO. 08 OF 2024**

**CLOSING DATE: 16<sup>th</sup> APRIL 2024** (All the applications must have reached the department by 15H00 pm on this date, otherwise they will not be considered).

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**MR M V SESHIBE**  
**ACTING SUPERINTENDENT GENERAL**

**DATE:** 04-04-2024

**Registry Clerk**  
**Directorate: MEC Core Support Services**  
**Basic salary: R202 233 per annum (SL 05)**

• **Ref No: NWDE/ 01/04/24 • Corporate Centre**

**Minimum qualification and experience:** • Grade 12 or equivalent.

**Knowledge and skills:** • Between 0 - 2 years proven experience in government registries including knowledge of:- Registry procedures such as filing, sorting and distribution \* The various Directorates/components and units in the Department and reporting procedures \* Post Office procedures \* • Knowledge of the National Archives of South Africa Act, 1996 • Office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minutes taking, filing and record keeping • Knowledge of the Public Sector and its regulatory and legislative framework • Computer literacy, including advanced MSWord, MSEXcel and MSPowerpoint.

**Key performance areas, inter alia, include:** • Render records management • Render postal services • Render general administrative support • Act as Chief User Clerk.

**Enquiries: Mr TO Keoagile, Tel. (018) 388 2558**

**Driver/ Messenger**  
**Directorate: MEC Core Support Services**  
**Basic salary: R171 537 per annum (SL 04)**

• **Ref No: NWDE/ 02/04/24 • Corporate Centre**

**Minimum qualification and experience:** • Grade 10 or equivalent • A valid driver's license.

**Knowledge and skills:** • 1 - 2 years' experience in transport environment • Good communication skills • Willingness to work irregular hours • Good time management skills • Ability to work shifts as well as standby duties, after hours and during public holidays • Ability to work in a high profile environment.

**Key performance areas, inter alia, include:** • Render official transportation services • Render vehicle management services • Render document conveyance • Render general administrative support.

**Enquiries: Mr TO Keoagile, Tel. (018) 388 2558**

**APPLICATIONS SHOULD BE FORWARDED TO THE FOLLOWING PHYSICAL ADDRESS:**

| Office                                   | Physical Address   | Enquiries   | Contacts                                  |
|--|--|---|---|
| <b>Head Office/<br/>Corporate Centre</b> | Department of Education, Private Bag X 2044, <b>MMABATHO</b> , 2735<br><b>OR</b><br>(Hand delivered – At the Main Gate –Old Mmabatho High Hostels), Chief Albert Luthuli Drive | Mr T Motsusi/ Ms J Setzin/ Ms G Moumakoe/ Mr T Mosepele | Tel. (018) 388 2088/2165/ 3278/4016/ 4102 |