

**HRM 30 OF 2010: VACANCY PS 20 OF 2010**

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF EDUCATION**

**The Free State Provincial Government and Free State Department of Education are equal opportunity, affirmative action employers**

Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy. Secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy. Lastly, to the candidature of non-public servants. **Bursary holders interested in applying for this post must clearly indicate on top of Z83, in red, that he/she is currently a bursary holder of the Department.** All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: ([www.fsdoe.fs.gov.za](http://www.fsdoe.fs.gov.za)). Applications must be accompanied by original certified, copies of formal and informal qualifications, driver's licence (where specified), identity document and a detailed C.V. Separate applications must be submitted for every vacancy. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement. N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed applications will not be accepted; Salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Applicants educational qualifications will be verified, references will be checked and security clearance will be conducted and it is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. Please note that applicants may be subjected to practical testing. Successful candidates will be vetted. This advertisement will also appear on the website of the Department at [www.fsdoe.fs.gov.za](http://www.fsdoe.fs.gov.za).

**CLOSING DATE** : 23 JULY 2010

<b>POST</b>	<b>E-LEARNING FACILITATOR: (25 POSTS)</b> <b>Contract positions for two years</b>
<b>SALARY</b>	R4840 per month
<b>CENTRE: Districts</b>	<ul style="list-style-type: none"> <li>- <b>Xhariep (2 posts): Ref nr PS 20/2010/01</b></li> <li>- <b>Motheo (6 posts): Ref nr PS 20/2010/02</b></li> <li>- <b>Lejweleputswa (5 Posts): Ref nr PS 20/2010/03</b></li> <li>- <b>Thabo Mofutsanyana (8 posts): Ref nr PS 20/2010/04</b></li> <li>- <b>Fezile Dabi (4 posts): Ref nr PS 20/2010/05</b></li> </ul>
<b>REQUIREMENTS</b>	Grade 12 plus an appropriate post school qualification in an ICT related field. Extensive knowledge of and experience in end-user applications, including word-processing, spreadsheets, databases, presentations, Internet and e-mail. As travelling is required, a valid driver's licence is essential. Candidates will be required to pass an ICT end user skill evaluation before being considered for an interview.
<b>RECOMMENDATIONS:</b>	A teacher's diploma and recognised ICT end user qualification like ICDL or MOUS. Experience in e-Learning and ICT curriculum integration, together with good communication, collaboration and facilitation skills.
<b>DUTIES:</b>	Assist with the implementation of the White Paper on e-Education at all educational institutions in the province, with a focus on e-Learning • Assist with ICT professional development and training of educators, administrators and support staff at the districts and schools • Develop the ability of educators to apply ICT skills to access, manage, integrate, evaluate and create information in order to enhance learning and teaching • Conduct school visits for ongoing support, monitoring, evaluation and reporting • Assist schools with establishing ICT management teams, ICT policies and e-Learning strategic development plans • Support the eradication of the digital divide and the building of information literacy skills
<b>ENQUIRIES</b>	<b>Mr DC Baatjies, ☎ (051) 404 8414</b>
<b>APPLICATIONS:</b>	<b>See attached address list to post/deliver applications</b>

**POST** **IT TECHNICIAN: (15 POSTS)**  
**Contract position for two years**

**SALARY** **R3960 per month**

**CENTRE: Districts**

- **Xhariep (2 posts): Ref nr PS 20/2010/06**
- **Motheo (3 posts): Ref nr PS 20/2010/07**
- **Lejweleputswa (3 Posts): Ref nr PS 20/2010/08**
- **Thabo Mofutsanyana (4 posts): Ref nr PS 20/2010/09**
- **Fezile Dabi (3 posts): Ref nr PS 20/2010/10**

**REQUIREMENTS:** Grade 12 certificate and an appropriate technical IT qualification. A valid code B (code 8) driver's license. Experience in IT technical support. A sound technical knowledge of MS Windows desktop and server operating systems. Candidates will be required to pass a technical evaluation before being considered for an interview. Applications should be accompanied by originally certified copies of formal and informal qualifications, Grade 12 certificate, driver's license and ID document.

**DUTIES:** The successful candidate will be responsible for the installation and maintenance of software and hardware, as well as rendering a network and desktop support service to schools. It will also be required to provide ICT support to district offices and Education Resource Centers.

**RECOMMENDATIONS:** A+, N+, MCSE **or** any other relevant technical IT qualification. **Technical knowledge of routers, switches, network protocols are strongly recommended.** Person must be able to work under pressure. Must have good interpersonal skills and strong service orientation.

**ENQUIRIES** **Mr DC Baatjies, ☎ (051) 404 8414**

**APPLICATIONS:** **See attached address list to post/deliver applications**

**DISTRICT CONTACT INFORMATION**

<b>DISTRICT OFFICE</b>	<b>POSTAL &amp; PHYSICAL ADDRESS</b>	<b>CONTACT PERSON</b>	<b>ROOM NO</b>	<b>TELEPHONE NUMBERS</b>
Xhariep	The Director: Xhariep District Office Private Bag X 20513 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONT	Ms M Cronje	101	(051) 404-4735
Motheo	The Director: Motheo District Office Private Bag X20512 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONTEIN	Mr F Kraalshoek	207	(051) 404-4319
Lejweleputswa	The Director: Lejweleputswa District Office Private X 30 WELKOM 9460 C/O Stateway & Tulbach Street Anmercosa House WELKOM	Mr MD Mokhobo	105	(057) 353 2901
Thabo Mofutsanyana	The Director:Thabo Mofutsanyana District Office Private Bag X 817 WITSIESHOEK 9870 Parliament Building (On the mountain) PHUTHADITJABA	Mr MD Makhubu	G39	(058) 718-4788
Fezile Dabi	The Director: Fezile Dabi District Office Private Bag X 2007 SASOLBURG 9570 23 Totius Street Old Cedar School Building SASOLBURG	Mr JMM Mthimkhulu	32	(016) 973-9043