

PHASE 1

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

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

Persons currently volunteering as well as currently temporary employees appointed at schools, who meet the minimum requirements should be considered to be placed on the short-lists.

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). 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.

CLOSING DATE : 6 AUGUST 2010

DISTRICT CONTACT INFORMATION

DISTRICT OFFICE	POSTAL & PHYSICAL ADDRESS	CONTACT PERSON	ROOM NO	TELEPHONE NUMBERS
Xhariep	The Director: Xhariep District Office Private Bag X 20513 BLOEMFONTEIN 9300 C/O St Andrew & Markgraaf Street BLOEMFONTEIN	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 23Totius Street Old Cedar School Building SASOLBURG	Mr JMM Mthimkhulu	32	(016) 973-9043

PHASE 1:

ANNEXURE A

<u>POST</u>	:	<u>ADMINISTRATIVE CLERKS: SCHOOLS</u>
<u>SALARY</u>	:	R62, 094 pa (level 3)
<u>CENTRE</u>	:	VARIOUS SCHOOLS IN EDUCATION DISTRICTS (See lists below)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification.
<u>RECOMMENDATION</u>	:	Good communication skills, organising and planning skills • computer literacy and application of MS Office package. Personal attributes: Self-driven • ability to work under pressure.
<u>DUTIES</u>	:	Assist with general office administration within Education Institutions. Handling of all files, keeping establishment records up to date; keeping catalogues, Education Acts, Rules and regulations up to date; responsible for ordering of stationery, text books and maintenance of material; typing of letters and question papers. Keeping leave register up to date; handling telephone enquiries and any other official duties as may be assigned.

1. XHARIEP DISTRICT

	NAME OF SCHOOL	ADMIN CLERK	REFERENCE NO
1.	AJC Jooste C/S 193302	1	DC16/PS21/2010/1
2.	Edenburg C/S 180052	1	DC16/PS21/2010/2
3.	Edenhoogte P/S 840017	1	DC16/PS21/2010/3
4.	Holpan P/S 840713	1	DC16/PS21/2010/4
5.	Koffiefontein C/S 193316	1	DC16/PS21/2010/5
6.	Springfontein P/S 820528	1	DC16/PS21/2010/6
7.	Luckhoff P/S 193120	1	DC16/PS21/2010/7
8.	Pellissier C/S193224	1	DC16/PS21/2010/8
9.	Oranjekrag I/S 840024	1	DC16/PS21/2010/9
10.	Smithfield P/S 840029	1	DC16/PS21/2010/10

2. MOTHEO DISTRICT

	NAME OF SCHOOL	ADMIN CLERK	REFERENCE NO
1.	Arbeidsgenot P/S 820439	1	DC17/PS21/2010/11
2.	Assisi F/PS 821009	1	DC17/PS21/2010/12
3.	Balmacara IF/S 820597	1	DC17/PS21/2010/13
4.	Chistiaan de Wet C/S 193306	1	DC17/PS21/2010/14
5.	Gelukwaarts IF/S 820610	1	DC17/PS21/2010/15
6.	Korea IF/S 820618	1	DC17/PS21/2010/16
7.	Ladybrand Special School 912122	1	DC17/PS21/2010/17
8.	Lea Manor IF/S 820491	1	DC17/PS21/2010/18
9.	Mariasdal S/S 950003	1	DC17/PS21/2010/19
10.	Modutung P/S 930017	1	DC17/PS21/2010/20
11.	Moipone P/S 930018	1	DC17/PS21/2010/21
12.	Refihlile I/S 820321	1	DC17/PS21/2010/22
13.	Tebelelo P/S 820713	1	DC17/PS21/2010/23

14.	Tlhabaki I/S 930050	1	DC17/PS21/2010/24
15.	Sand du Plessis P/S 180050	1	DC17/PS21/2010/25
16.	Unicom Agricultural S/S 180002	1	DC17/PS21/2010/26

3. LEJWELEPUTSWA DISTRICT

	NAME OF SCHOOL	ADMIN CLERK	REFERENCE NO
1.	Allanridge P/S 195102	1	DC18/PS21/2010/27
2.	Dihwai P/S 821114	1	DC18/PS21/2010/28
3.	Hennenman P/S 195112	1	DC18/PS21/2010/29
4.	Humansvlakte P/FS 194106	1	DC18/PS21/2010/30
5.	Golden Park P/S 840502	1	DC18/PS21/2010/31
6.	Loskuil P/FS 194114	1	DC18/PS21/2010/32
7.	Ons Anker I/FS 194114	1	DC18/PS21/2010/33
8.	Staatspresident Swart C/S 192222	1	DC18/PS21/2010/34
9.	Teto H/S 821453	1	DC18/PS21/2010/35
10.	Ventersburg I/S 180044	1	DC18/PS21/2010/36
11.	Windburg C/S 840050	1	DC18/PS21/2010/37

4. THABO MOFUTSANYANA DISTRICT

	NAME OF SCHOOL	ADMIN CLERK	REFERENCE NO
1.	Aberfeldy IF/S	1	DC19/PS21/2010/38
2.	Boipopo I/S 823079	1	DC19/PS21/2010/39
3.	Caledon Park P/S 840038	1	DC19/PS21/2010/40
4.	Clarens I/S191102	1	DC19/PS21/2010/41
5.	Dikgakeng P/S 911023	1	DC19/PS21/2010/42
6.	Ficksburg P/S	1	DC19/PS21/2010/43
7.	Groenkoring PF/S 822545	1	DC19/PS21/2010/44
8.	Hlajoane S/S 913028	1	DC19/PS21/2010/45
9.	Hlomisa PF/S 823096	1	DC19/PS21/2010/46
10.	Kgotsoong I/S 914019	1	DC19/PS21/2010/47
11.	Koali S/S 914034	1	DC19/PS21/2010/48

12.	Makhalanyane I/S 914016	1	DC19/PS21/2010/49
13.	MJ Mohlahli S/S 990008	1	DC19/PS21/2010/50
14.	Phaphama P/S 821814	1	DC19/PS21/2010/51
15.	Pheta I/S 913012	1	DC19/PS21/2010/52
16.	Riverside I/S 912065	1	DC19/PS21/2010/53
17.	Sekgothadi P/S 913009	1	DC19/PS21/2010/54
18.	Sentebale P/S 823083	1	DC19/PS21/2010/55
19.	Spitskrans PF/S 821803	1	DC19/PS21/2010/56
20.	Taung S/S 820935	1	DC19/PS21/2010/57
21.	Tharollo P/S 990028	1	DC19/PS21/2010/58
22.	Tiisetso P/S 912016	1	DC19/PS21/2010/59
23.	Tlokweng P/S 913039	1	DC19/PS21/2010/60
24.	Tseseng P/S 913007	1	DC19/PS21/2010/61
25.	Tshwara Thebe P/S 913017	1	DC19/PS21/2010/62
26.	Voortrekker S/S 191204	1	DC19/PS21/2010/63

5. FEZILE DABI DISTRICT

No	NAME OF SCHOOL	ADMIN CLERK	REFERENCE NO
1.	Kopanelang Thuto P/S 840080	1	DC20/PS21/2010/64
2.	Lovedale P/S 822700	1	DC20/PS21/2010/65
3.	Neo PF/S 823335	1	DC20/PS21/2010/66

POST : **GENERAL ASSISTANTS: SCHOOLS**

SALARY CENTRE : R48,210pa (level 1)
: **VARIOUS SCHOOLS IN EDUCATION DISTRICTS (See attached lists)**

REQUIREMENTS : ABET or equivalent qualification
DUTIES : Provide cleaning and other services outside and inside the school building. Assist with off loading of goods.

1. KHARIEP DISTRICT

	NAME OF SCHOOL	GENERAL ASST	REFERENCE NO
1.	Hendrik Potgieter Agric/S 193314	1	DC16/PS21/2010/67

2.	Jagersfontein I/S 840019	1	DC16/PS21/2010/68
3.	Lephoi P/S 820525	1	DC16/PS21/2010/69
4.	Mofulatshepe P/S 820527	1	DC16/PS21/2010/70
5.	Mooifontein PF/S 820625	1	DC16/PS21/2010/71
6.	Philippolis P/S 820828	1	DC16/PS21/2010/72
7.	Rouxville P/S 190048	1	DC16/PS21/2010/73
8.	Trompsburg S/S 823464	1	DC16/PS21/2010/74
9.	Zastron P/S 820590	1	DC16/PS21/2010/75

2. MOTHEO DISTRICT

	NAME OF SCHOOL	GENERAL ASSTISTANT	REFERENCE NO
1.	Arbeidsgenot P/S 820439	1	DC17/PS21/2010/76
2.	Bainsvlei C/S 192102	1	DC17/PS21/2010/77
3.	Balmacara IF/S 820597	1	DC17/PS21/2010/78
4.	Bochabela P/S 820783	1	DC17/PS21/2010/79
5.	Brandwag P/S 820665	1	DC17/PS21/2010/80
6.	Christiaan de Wet C/S 193306	1	DC17/PS21/2010/81
7.	Daluxolo P/S 8210188	1	DC17/PS21/2010/82
8.	Dr Viljoen S/S 180046	1	DC17/PS21/2010/83
9.	Hermana P/S 840041	1	DC17/PS21/2010/84
10.	Ikaelelo I/S 940004	1	DC17/PS21/2010/85
11.	Kaelang S/S 820780	1	DC17/PS21/2010/86
12.	Keikelame S/S	1	DC17/PS21/2010/87
13.	Khakhau I/S 820189	1	DC17/PS21/2010/88
14.	Kopanong S/S 990060	1	DC17/PS21/2010/89
15.	Korea IF/S 820618	1	DC17/PS21/2010/90
16.	Lourierpark P/S 990058	1	DC17/PS21/2010/91
17.	Lea Manor IF/S 820491	1	DC17/PS21/2010/92
18.	Marang I/S 820661	1	DC17/PS21/2010/93
19.	Modutung I/S 930017	1	DC17/PS21/2010/94
20.	Morago P/S 930026	1	DC17/PS21/2010/95

21.	Nteboheng P/S 820359	1	DC17/PS21/2010/96
22.	Qibing S/S 820587	1	DC17/PS21/2010/97
23.	Ratau P/S 930037	1	DC17/PS21/2010/98
24.	Sehlabeng S/S 823463	1	DC17/PS21/2010/99
25.	Strydom S/S 940009	1	DC17/PS21/2010/100
26.	St Andrew's C/S 193328	1	DC17/PS21/2010/101
27.	Tlotlanang S/S 940010	1	DC17/PS21/2010/102
28.	Tweespruit P/S 192136	1	DC17/PS21/2010/103
29.	Tweespruit I/S 840048	1	DC17/PS21/2010/104

3. LEJWELEPUTSWA DISTRICT

	NAME OF SCHOOL	GENERAL ASSISTANT	REFERENCE NO
1.	Amari Special School 162500	1	DC18/PS21/2010/105
2.	Allanridge P/S 195102	1	DC18/PS21/2010/106
3.	Bedelia P/S 195106	1	DC18/PS21/2010/107
4.	Bofihla I/S 821456	1	DC18/PS21/2010/108
5.	Boshof C/S 192302	1	DC18/PS21/2010/109
6.	Brandfort P/S 802723	1	DC18/PS21/2010/110
7.	Eben Dönges P/S 194102	1	DC18/PS21/2010/111
8.	Goudveld S/S 195204	1	DC18/PS21/2010/112
9.	Humansvlakte P/FS 194106	1	DC18/PS21/2010/113
10.	HTS Welkom 195602	1	DC18/PS21/2010/114
11.	Itokisetseng CF/S 821295	1	DC18/PS21/2010/115
12.	Kghauhelo P/S 821595	1	DC18/PS21/2010/116
13.	Koppie Alleen P/S 195114	1	DC18/PS21/2010/117
14.	Letsete S/S 821609	1	DC18/PS21/2010/118
15.	Loboneng P/S 821538	1	DC18/PS21/2010/119
16.	Mokgwabong P/S 922119	1	DC18/PS21/2010/120
17.	Rheederpark C/S 823458	1	DC18/PS21/2010/121
18.	Riebeeckstad H/S 195208	1	DC18/PS21/2010/122

19.	Reitzpark P/S 195120	1	DC18/PS21/2010/123
20.	Saaiplaas P/S 180026	1	DC18/PS21/2010/124
21.	Sekgweng IF/S 821676	1	DC18/PS21/2010/125
22.	St Helena P/S 195124	1	DC18/PS21/2010/126
23.	Tikwe P/S 821539	1	DC18/PS21/2010/127
24.	Vierhoek IF/S 821578	1	DC18/PS21/2010/128
25.	Welkom S/S 840057	1	DC18/PS21/2010/129
26.	Winburg C/S 840050	1	DC18/PS21/2010/130

4. THABO MOFUTSANYANA DISTRICT

	NAME OF SCHOOL	GENERAL ASSISTANT	REFERENCE NO
1.	Aberfeldy I/S 823194	1	DC19/PS21/2010/131
2.	Breda C/S 821823	1	DC19/PS21/2010/132
3.	Caledonpark P/S 840038	1	DC19/PS21/2010/133
4.	Dikgakeng P/S 911023	1	DC19/PS21/2010/134
5.	Dikwena S/S 911032	1	DC19/PS21/2010/135
6.	Dinare S/S 914029	1	DC19/PS21/2010/136
7.	Ficksburg CS/S 192204	1	DC19/PS21/2010/137
8.	Hammonia IF/S 821006	1	DC19/PS21/2010/138
9.	Hlatseng I/S 914020	1	DC19/PS21/2010/139
10.	Impumelelo P/S 821695	1	DC19/PS21/2010/140
11.	Iphondle S/S 823001	1	DC19/PS21/2010/141
12.	Itlhahaneleng I/S 823081	1	DC19/PS21/2010/142
13.	Itlotliseng P/S 914006	1	DC19/PS21/2010/143
14.	Kgolathuto S/S 912044	1	DC19/PS21/2010/144
15.	Kleinwater IF/S 822556	1	DC19/PS21/2010/145
16.	Lambertina IF/S 821060	1	DC19/PS21/2010/146
17.	Leralla IF/S 821779	1	DC19/PS21/2010/147
18.	Lerapo P/S 822791	1	DC19/PS21/2010/148
19.	Loch Lamond PF/S 821712	1	DC19/PS21/2010/149
20.	LK Ntlabathi I/S 914046	1	DC19/PS21/2010/150
21.	Makgetheng P/S 913015	1	DC19/PS21/2010/151

22.	Mapeka I/S 913022	1	DC19/PS21/2010/152
23.	Masopha S/S 913031	1	DC19/PS21/2010/153
24.	Memel P/S 191118	1	DC19/PS21/2010/154
25.	Mimosa PF/S 821910	1	DC19/PS21/2010/155
26.	Matsikeng P/S 912060	1	DC19/PS21/2010/156
27.	Mohlodi Thuto I/S 990024	1	DC19/PS21/2010/157
28.	Namahadi P/S 911002	1	DC19/PS21/2010/158
29.	Ntebohiseng P/S 912013	1	DC19/PS21/2010/159
30.	Paul Erasmus S/S 192216	1	DC19/PS21/2010/160
31.	Ramafutsana IF/S 820986	1	DC19/PS21/2010/161
32.	Riverside I/S 912065	1	DC19/PS21/2010/162
33.	Roadside IF/S 822970	1	DC19/PS21/2010/163
34.	Rooikop IF/S 823050	1	DC19/PS21/2010/164
35.	Rorisang P/S 821936	1	DC19/PS21/2010/165
36.	Seanakwena S/S 914031	1	DC19/PS21/2010/166
37.	Selemela P/S 911015	1	DC19/PS21/2010/167
38.	Sentebale P/S 823083	1	DC19/PS21/2010/168
39.	Thabo Thokoza S/S	1	DC19/PS21/2010/169
40.	Thibella I/S 913020	1	DC19/PS21/2010/170
41.	Tlotlisong S/S 820929	1	DC19/PS21/2010/171
42.	Tokoloho PF/S 821864	1	DC19/PS21/2010/172
43.	Tshebededisano IF/S 820997	1	DC19/PS21/2010/173
44.	Tshitso P/S 914025	1	DC19/PS21/2010/174

5. FEZILE DABI DISTRICT

	NAME OF SCHOOL	GENERAL ASST	REFERENCE NO
1.	Bokantsho P/S 823327	1	DC20/PS21/2010/175
2.	Bopa-Setjhaba P/S 823234	1	DC20/PS21/2010/176
3.	Botjhaba Tsatsi P/S 823224	1	DC20/PS21/2010/177
4.	Heilbron C/S 196210	1	DC20/PS21/2010/178
5.	Huntersvlei P/S 822195	1	DC20/PS21/2010/179
6.	Kleinbroek PF/S 194108	1	DC20/PS21/2010/180

7.	Kopanelang Thuto P/S 840080	1	DC20/PS21/2010/181
8.	Likubu P/S 822740	1	DC20/PS21/2010/182
9.	Lovedale P/S 822700	1	DC20/PS21/2010/183
10.	Mabatho I/S 823223	1	DC20/PS21/2010/184
11.	Meduwaneng P/S 822391	1	DC20/PS21/2010/185
12.	Neo PF/S 823335	1	DC20/PS21/2010/186
13.	Noord P/S 196114	1	DC20/PS21/2010/187
14.	Nthafaditswe I/S 824107	1	DC20/PS21/2010/188
15.	Pele-ya-Pele S/S 823311	1	DC20/PS21/2010/189
16.	Reaitumela I/S 822737	1	DC20/PS21/2010/190
17.	Sandersville C/S 840056	1	DC20/PS21/2010/191
18.	Schonkenville I/S 840046	1	DC20/PS21/2010/192
19.	Sindekile I/S 823226	1	DC20/PS21/2010/193
20.	Uitzien IF/S 822986	1	DC20/PS21/2010/194
21.	Voorwaarts P/S 194118	1	DC20/PS21/2010/195
22.	Vredefort P/S 840049	1	DC20/PS21/2010/196
23.	Weiveld Agric/S 823219	1	DC20/PS21/2010/197