



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

SENIOR ADMIN CLERKS: SCHOOL NUTRITION (6 Posts)

DIRECTORATE	:	School Nutrition
SALARY	:	R 152 862.00 per annum (plus 37% benefits)
CENTRE AND REFERENCE NO	:	Tshwane West REF NO: TW 2018/06/01 Johannesburg North REF NO: JN2018/06/02 Gauteng North REF NO: GN2018/06/03 Ekurhuleni North REF NO: EN2018/06/04 Head Office (X2 Posts) REF NO: HO2018/06/05
NATURE OF APPOINTMENT	:	1 Year Fixed Term Contract

REQUIREMENTS: Grade 12 Certificate. A valid driver's license is essential. Relevant experience will be an added advantage. An understanding of the National School Nutrition Programme (NSNP). Knowledge and experience in monitoring of programmes. Proven experience in compiling reports. Knowledge of legislative framework applicable in the National School Nutrition Programme. Good interpersonal skills and communication skills (verbal and written). Computer literacy and practical experience, administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team. Applicants with prior learning, either by means of experience or alternative courses may also apply.

DUTIES: Monitor the implementation of the School Nutrition Programme at schools, facilitate, capture and track action plans trend analysis; update and maintain the NSNP database; compile monitoring reports from school visits; reply to queries, compile/type correspondence, documentation, faxing and photocopying, report writing, reconciliation of finances (preparing and submission of financial journals), and interpreting financial reports. Receive, co-ordinate and distribute information between the office and related structures. Make logistical arrangement for meetings/workshops/events. Provide administrative support, update and safe-keeping all records, office provisioning, receive and track correspondence & order stationery. Perform administrative duties that will be assigned.

ENQUIRIES: Mr Tshepo Leshoro **Tel:** (010) 600 6110.

CLOSING DATE: 13 June 2018

Applications must be submitted on form Z83, obtainable from any public service department or from the website, which must be completed in full. A certified copy of your identity document, a valid driver's licence, qualifications and detailed CV must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Faxed or emailed applications will not be accepted.

Applications should strictly be hand delivered at Head Office (26 Loveday Street) at the Security entrance from Monday, 04 June 2018 to Friday, 13 June 2018 between 08:00 and 16:00 daily.