Gauteng Department of Education

VACANCY CIRCULAR 03 OF 2020

EDUCATOR (PROMOTION) PL 2 - 4 AND CHIEF/EDUCATION THERAPIST POSTS

At public ordinary and public special schools

OCTOBER 2020

Published on: 05 October 2020
Closing Date: 23 October 2020
1. **INTRODUCTION**

1.1 The **Educator (Promotion) PL 2-4 and Chief / Education Therapist posts** advertised in this Vacancy Circular are due to attrition and promotions in Public Ordinary and Public Special Schools.

1.2 Approval to advertise and to fill these vacant posts has been granted by the HOD and MEC.

2. **LEGISLATIVE FRAMEWORK**

2.1 National Education Policy Act (Act No. 27 of 1996), as amended;
2.2 South African Schools Act (Act No. 84 of 1996), as amended;
2.3 Labour Relations Act (Act No. 66 of 1995), as amended;
2.4 Employment of Educators Act (Act No. 76 of 1998), as amended;
2.5 Circular 1/2018: Implementation of Employment Equity Plan
2.6 Employment Equity Act (Act No. 55 of 1998);
2.7 ELRC Collective Agreement 2 of 2005.
2.8 PAM as amended, 2016

3. **ADVERTISEMENT AND APPOINTMENT PRINCIPLES**

3.1 These vacant posts are advertised in terms of the Gauteng Provincial Chamber: Collective Agreement 2 of 2005 (based on ELRC Resolution 5 of 1998).

3.2 The Department reserves the right to not fill vacant posts advertised on this list of vacancies should it be discovered that incorrect information was submitted or published.

3.3 In advertising and filling of these vacant posts, the Department will be guided by policy guidelines, viz:
   - Employment Equity measures for designated groups, namely black people in general (which include Indians, Coloureds and Africans), women and people with disabilities; and
   - Representivity

3.4 Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets as in the Circular for the implementation of Employment Equity Plan No. 09 of 2020.

3.5 Applicants must note that if no notification of appointment is received within three (3) months of the closing date, they must accept that their applications have been unsuccessful and are hereby thanked for applying.

4. **GENERAL INFORMATION**

4.1. **DATE OF ASSUMPTION OF DUTY**

The preferred **date of assumption of duty is 01 February 2021**; unless another date of assumption is mutually agreed upon by all relevant parties.
4.2. CLOSING DATE FOR APPLICATIONS

All Hand Delivered applications must be received by Friday, 23 October 2020, not later than 16:00. No applications will be accepted after the aforementioned date and time. Posted applications will only be accepted if they have a postal stamp indicating that the application was posted on or before the closing date of 23 October 2020. (NO EXCEPTION)

4.3. INFORMATION TO NOTE

4.3.1. Application Form
- Complete and submit separate GDE 2R (Employment Profile Form) for each post applied for.
- This EMPLOYMENT PROFILE FORM replaces the Curriculum Vitae (CV).
- The form will be the only form that will be recognised when applying for school educator promotion and Therapist post – NO CV MUST BE ATTACHED.
- Headings and numbering must not be changed (i.e. 11 headings)
- A unique post number shall be allocated to all advertised post. The post number shall begin with the abbreviation for the relevant district and contains a unique number e.g. JN30ED1001
- The unique number shall always be 10 characters and must be completed in full.
- Please ensure that the signature on the application form is original – photocopied signatures will be disqualified.
- No faxed or e-mailed applications will be accepted.
- NB! GDE cannot be held liable or responsible for incomplete/incorrect applications and/or applications which are sent to the wrong address (e.g. the incorrect district office) and/or reach their destination after the closing date.

4.3.2. Certification of Documents:
- Original certified copies of all qualifications, registration/provisional registration certificate with professional bodies and ID may be attached to applications; if not attached, a candidate who is shortlisted will be requested to bring along the certified documents
- Applicants must ensure that ALL documents are available on request.
- In the absence of SACE certificate a salary advice on which a SACE membership number is printed will be accepted for membership verification.
- Certified salary advice slips must be included by applicants from other provinces so as to enable GDE to determine the correct salary notch in the event of an appointment.

4.3.3. TWO methods of submission:

<table>
<thead>
<tr>
<th>HAND DELIVERY</th>
<th>VIA THE POST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant District Office</td>
<td>Relevant District Office</td>
</tr>
<tr>
<td>(Refer to Annexure C for the</td>
<td>(Refer to Annexure C for the postal</td>
</tr>
<tr>
<td>physical address)</td>
<td>address)</td>
</tr>
</tbody>
</table>

No application forms submitted to schools OR to Registry Office OR Department of Finance (GDF) & its nodal points will be accepted.

5. MINIMUM REQUIREMENTS FOR APPOINTMENT

5.1 The requirements for educators, as stated in the Revised Personnel Administration Measures (PAM), are applicable.
5.2 Experience requirements for educators:

<table>
<thead>
<tr>
<th>Post e.g.</th>
<th>Minimum Experience (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>7 years</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>5 years</td>
</tr>
<tr>
<td>HOD</td>
<td>3 years</td>
</tr>
<tr>
<td>Chief Education Therapist</td>
<td>3 years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable).</td>
</tr>
<tr>
<td>Education Therapist</td>
<td>None after registration with the HPCSA in respect of RSA qualified therapists who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.</td>
</tr>
</tbody>
</table>

E.g. An applicant with a (Relative Education Qualification Value) REQV 13 to 17 will need at least 7 years appropriate experience to be eligible to apply for a vacancy on a level of Principal.

5.3 The actual educator’s experience, as well as other appropriate experience, is taken into account for the purpose of appointment on post level 2 and higher. In cases where there is no change in Post Level, there is no salary notches awarded. Six notches are only awarded when there is an improved post level and the applicant is already on the salary level applicable to the post, (OSD 2008).

5.4 Salary levels & scales (Guide only – HR to assess individual appointment):

<table>
<thead>
<tr>
<th>SALARY LEVEL (PER SCHOOL GRADING)</th>
<th>OSD Notches Min - Max</th>
<th>Salary (Minimum)</th>
<th>Salary (Maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal P1</td>
<td>210 - 362</td>
<td>R 348 747.00</td>
<td>R 743 901.00</td>
</tr>
<tr>
<td>Principal P2</td>
<td>244 - 392</td>
<td>R 415 245.00</td>
<td>R 863 655.00</td>
</tr>
<tr>
<td>Principal P3</td>
<td>280 - 420</td>
<td>R 496 698.00</td>
<td>R 992 718.00</td>
</tr>
<tr>
<td>Principal P4</td>
<td>308 - 426</td>
<td>R 571 188.00</td>
<td>R 1 022 784.00</td>
</tr>
<tr>
<td>Principal P5</td>
<td>350 - 432</td>
<td>R 700 782.00</td>
<td>R 1 050 657.00</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>244 - 408</td>
<td>R 415 245.00</td>
<td>R 935 193.00</td>
</tr>
<tr>
<td>Head of Department</td>
<td>210 - 392</td>
<td>R 348 747.00</td>
<td>R 863 655.00</td>
</tr>
<tr>
<td>Chief Education Therapist</td>
<td>070 - 077</td>
<td>R 466 119.00</td>
<td>R 517 326.00</td>
</tr>
<tr>
<td>Education Therapist</td>
<td>044 - 053</td>
<td>R 317 976.00</td>
<td>R 361 872.00</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Current Principals applying for Principal posts must verify their school grading i.e. you cannot apply for a lower grading school unless you wish to downgrade which will have effect on your salary e.g. a P5 cannot apply for a P3 school and expect to earn the P5 salary. Refer to PAM B8.5.3.1 c (iii)

6. REGISTRATION WITH PROFESSIONAL BODIES

It is compulsory for all applicants to be registered with the South African Council for Educators (SACE) or the Health Professions Council of South Africa (HPCSA). **NB:** Applications without proof of registration with SACE/HPCSA would be provisionally accepted on condition that definite proof of registration would be provided prior to appointment.
7. **STATUS OF NON-SA CITIZENS**
Non-citizens who meet the minimum requirements of the post and who hold permanent residence permits accompanied by a SA Identity Document can be considered for permanent appointment (DPSA ref.2/2/1/1).

The onus rests upon such applicants to verify the status of their foreign qualifications (DBE) before seeking employment and must be requested to supply proof of this during possible interviews.

8. **STATUS OF FOREIGN NATIONALS**

Foreign Nationals offering Mathematics, Physical Science and Technical Subjects who meets the minimum requirements may apply for promotion into Post Level 2 (HOD) posts.

Before a consideration for appointment is made, the SGB must submit together with Form C the following documents:
- certified qualifications
- approved work permits
- appropriate SAQA evaluation
- provisional SACE registration
- Evaluation of Qualifications from the Department of Basic Education

Foreign Nationals may only be considered for promotion for a three-year contract in Mathematics, Physical Science and Technical Subjects posts provided it can be proven that no SA citizen is available.

**The post must be re-advertised when the three year contract expires.**

**NB!** Foreign Nationals are not eligible for promotion into Deputy Principal and Principal post.

9. **SIFTING**

Sifting will be done by the advertising District: THRS: HRP Unit.
Applications which do not meet the following criteria will be disqualified:
- Correct application form (Revised GDE 2R – The form must have 11 headings).
- Signed GDE 2R
- Original signature
- Correct post number (10 characters e.g. JN30ED1001);
- Minimum Years of Experience (Including SGB, Independent school and TVET college experience)
- Late submission

10. **SHORTLISTING AND INTERVIEWING**

These processes will be done in terms of GAUTENG PROVINCIAL CHAMBER Collective Agreement 2 of 2005 together with relevant guidelines, as agreed by all parties.

Appointments are subject to confirmation by the Department, therefore no assumption of duty before receipt of an official appointment letter.
11. VERIFICATION

According to the Public Service Regulation (PSR), Part VII, Paragraph D.8 (a): “Before making a decision on an appointment or the filling of a post, an executing authority shall:

Satisfy herself or himself that the candidate qualifies in all respects for the post and that her or his claims in her or his application for the post have been verified and according to the Implementation of the National Vetting Strategy in the Public Service: Circular 14/1/1/P dated 23/11/07.”

The verification prescribed under PART VII, D.8 (a) of the PSR, 2001 as amended, shall with effect from 1/1/2008 cover at least the following:
(a) Criminal check
(b) Citizenship verifications
(c) Financial/asset record checks
(d) Qualifications/Study verification; and
(e) Previous employment verification (Reference checks)"

11.1 PROCESS TO FOLLOW:

1. All the shortlisted candidates will be issued with relevant documents for completion upon invite to the interviews. The candidate MUST complete ALL the forms including the consent form to give consent for verification as indicated above.

2. The INTERVIEWED candidates MUST visit the nearest GDE district office within 48 hours after the interviews with their South African ID and the information on the specific post to have their fingerprints scanned using a biometrics scanner.

3. All relevant consent forms and attachments (ID, qualifications will be verified and results will be attached in the appointment package to the delegated authority)

4. HR will also check on availability, the Sexual Offender register from Social Development department. (Shortlisted candidates will be requested to complete Form 29)

5. IMPORTANT: In the case of “positive” outcomes of criminal checks, HR will inform the HOD or delegated authority of the outcomes and he/she, based on the crime and period thereof, he/she will then apply his mind to approve or decline the recommendation.

12. LANGUAGE REQUIREMENTS

Due consideration should be given to the advertised requirements of each post, in respect of language of a specific school.

13. RE-APPOINTMENT OF FORMER EMPLOYEES

Educators who retired in terms of Resolution 3 of 1996 (Voluntary Severance Package), and those who retired on pension prematurely, will be considered in line with PAM Chapter B paragraph 2.
## APPLICATION FOR PROMOTION (POST LEVEL 2-4) AND EDUCATION THERAPIST POSTS

### 1. NOTES

**WHAT IS THE EMPLOYMENT PROFILE (GDE2R) FORM?**
It is a form to be used by an applicant when applying for an advertised educator promotional and education therapist post.

**WHO SHOULD COMPLETE THIS EMPLOYMENT PROFILE (GDE 2R) FORM?**
Only suitably qualified persons wishing to apply for an advertised position in the GDE Institutions.

**ADDITIONAL INFORMATION**
This form requires basic information. Candidates who are selected for interviews will be requested to bring along certified qualifications, ID, SACE and payslip (if from another province).

- This form will be the only form that will be recognised when applying for school educator promotion and therapist post - NO CV MUST BE ATTACHED
- Headings and numbering must not be changed (i.e. 11 headings)

### 2. PARTICULARS OF ADVERTISED POST

<table>
<thead>
<tr>
<th>Post Number: (as stated in the advert)</th>
</tr>
</thead>
</table>

### 3. PERSONAL PARTICULARS

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>NAME(S)</th>
<th>PERSAL NO</th>
<th>I.D. NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENDER</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Male/Female/Other)</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RACIAL GROUP (For Employment Equity and Statistical Purposes)</th>
<th>African</th>
<th>Coloured</th>
<th>Indian</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a disability?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you a South African citizen?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a WORK/PERMANENT residence permit?</td>
<td>Yes</td>
<td>No</td>
<td>If yes, Permit Number/ID</td>
<td></td>
</tr>
<tr>
<td>Are you professionally registered?</td>
<td>Council name and registration number:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>PLEASE STATE COUNCIL AND NUMBER (e.g. SACE)</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you Additional to current Post Establishment?</td>
<td>Yes</td>
<td>No</td>
<td>Name of the institution and Province:</td>
<td></td>
</tr>
<tr>
<td>Yes/No (Attach evidence)</td>
<td>Post level (in addition):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. CONTACT DETAILS

<table>
<thead>
<tr>
<th>Contact number:</th>
<th>Alternative contact number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Postal Code</th>
</tr>
</thead>
</table>
### 5. LANGUAGES

<table>
<thead>
<tr>
<th>LANGUAGES</th>
<th>(Specify)</th>
<th>(example)</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speak</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Write</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Read</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Teach</td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

### 6. QUALIFICATIONS

<table>
<thead>
<tr>
<th>School/University/College</th>
<th>Qualification(s)</th>
<th>Subjects/Majors/ Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7. ADDITIONAL CERTIFICATES OF OTHER COURSES ATTENDED

<table>
<thead>
<tr>
<th>Name of course</th>
<th>Service provider/Institution</th>
<th>Duration of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 8. SKILLS: (e.g. MANAGEMENT OR LEADERSHIP AS AN EDUCATOR)

1.  
2.  

---

**Vacancy Circular 03 of 2020 - Educator promotional posts**

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Number</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Contact details for next of Kin</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Page 8 of 11**
9. **EXPERIENCE**
   
a. **CURRENT POSITION OF EMPLOYMENT (IF EMPLOYED BY SGB OR INDEPENDENT SCHOOL OR TVET COLLEGE, PLEASE ATTACH EVIDENCE)**

<table>
<thead>
<tr>
<th>Department/ Employer</th>
<th>Institution</th>
<th>Learning Areas/Subjects &amp; Grades</th>
<th>Post Level</th>
<th>EXACT DATES IN CURRENT POST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FROM (M / Y)</td>
</tr>
</tbody>
</table>

b. **PREVIOUS EMPLOYMENT IN EDUCATION (IF EMPLOYED BY SGB, HIGHER EDUCATION INDEPENDENT SCHOOL OR TVET COLLEGE, PLEASE ATTACH EVIDENCE)**

<table>
<thead>
<tr>
<th>Department/ Employer</th>
<th>Institution</th>
<th>Post Level</th>
<th>Learning Areas and Grades</th>
<th>EXACT DATES</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FROM (M / Y)</td>
<td>TO (M / Y)</td>
</tr>
</tbody>
</table>

10. **EXTRA AND CO-CURRICULAR ACTIVITIES (e.g. Leadership, Administrative and management)**

<table>
<thead>
<tr>
<th>TYPE OF ACTIVITY</th>
<th>ORGANISATION</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. **REFERENCES**

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT DETAILS</th>
<th>RELATIONSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. **DECLARATION:** I declare that the above information provided (including any attachments) is true and correct. I understand that any false or incorrect information could lead to my application being eliminated and me being discharged on account of misconduct if appointed.

_____________________________                                              _______________________
SIGNATURE OF APPLICANT                                                       DATE

Please Note: Only original signature will be regarded as valid. Photocopied/faxed/e-mailed signatures will not be accepted.
ANNEXURE B

GDE DISTRICTS

EKURHULENI NORTH  EN (D17)
Edenvale; Tembisa; Kempton Park; Bedfordview; Wattville; Bapsfontein; Benoni; Daveyton; Petit; Putfontein.

EKURHULENI SOUTH  ES (D18)
Alberton; Bedfordview; Boksburg; Edenvale; Germiston; Katlehong; Vosloorus; Tokoza

GAUTENG EAST  GE (D16)
Brakpan; Daggafontein; Duduza; Daveyton; Kwa-Thema; Nigel; Springs; Tsakane: Welgedag; Devon; Wattville

GAUTENG NORTH  GN (D1)
Bapsfontein; Baviaanspoort; Bronkhorstspruit; Clayville; Cullinan; Ekangala; Hammanskraal; Premier Mine; Rayton; Zonderwater

GAUTENG WEST  GW (D2)
Bank; Bekkersdal; Brandvlei; Doringfontein; Glenharvie; Hekpoort; Krugersdorp; Libanon; Maanhaarrand; Magaliesberg; Mothlakeng; Muldersdrift; Oberholzer; Randfontein; Randfontein South; The Village; Toekomsrus; Venterspos; Western Areas; Westonaria, Azadvile

JOHANNESBURG CENTRAL  JC (D14)
Soweto; Eldorado Park; Johannesburg Southern Suburbs; Lenasia

JOHANNESBURG EAST  JE (D9)
Halfway House; Hyde Park; Lyndhurst; Modderfontein; Parktown; Sandton, Alexandra Township, Ivory Park, Midrand

JOHANNESBURG NORTH  JN (D10)
Johannesburg North, Parktown; Randburg, Soweto, Central, Far North; Cosmo City

JOHANNESBURG SOUTH  JS (D11)
Grasmere; Jackson's Drift; Johannesburg; Lenasia; Lawley; Orange Farm; Vlakfontein

JOHANNESBURG WEST  JW (D12)
Florida; Roodepoort; Soweto; Braamfischer; Tshepisong; Meadowlands, Dobsonville

SEDIBENG EAST  SE (D7)
Daleside; Heidelberg Transvaal; Henley-On-Klip; Jameson Park; Meyerton; Rensburgdorp; Rotanda; Sharpeville; Vereeniging; Walkerville

SEDIBENG WEST  SW (D8)
Everton; Loch Vaal; Vanderbijlpark; Sebokeng; Palm Springs; Bophelong; Boipatong; Evaton

TSHWANE NORTH  TN (D3)
Hammanskraal; Pretoria; Sinoville; Soshanguve

TSHWANE SOUTH  TS (D4)
Atteridgeville; Eldoraigne; Erasmia; Irene; Lyttelton; Mamelodi; Pretoria-West; Rissik; Silverton; Centurion

TSHWANE WEST  TW (D15)
Akasia, Attridgeville (in Tshwane South); Mabopane; Ga-Rankuwa; Hercules; Pretoria-Noord; Pretoria Soshanguve; Pretoria-Wes
### DISTRICT ADDRESSES

#### DISTRICT EKURHULENI NORTH [EN]:

- **Physical Address:** 78 Howard Avenue, Munpen Building, BENONI
- **Postal Address:** Private Bag X059 Benoni, 1500
- **Enquiries:** Emily Molefe  TEL: (011) 746 8190

#### DISTRICT EKURHULENI SOUTH [ES]:

- **Physical Address:** Infinity Office Park, Private Bag X8001 Alberton
- **Postal Address:** Two Robin Close, Meyersdal, ALBERTON
- **Enquiries:** Xolani Kheswa  TEL: (011) 389-6034

#### DISTRICT GAUTENG EAST [GE]:

- **Physical Address:** Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers
- **Postal Address:** Private Bag X2020 Krugersdorp 1740
- **Enquiries:** Mpho Leotlela  TEL: (011) 736 0716

#### DISTRICT GAUTENG NORTH [GN]:

- **Physical Address:** Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE PRETORIA
- **Postal Address:** Private Bag X75 Pretoria 0001
- **Enquiries:** Alfred Phaswana  TEL: (012) 846 3641

#### DISTRICT GAUTENG WEST [GW]:

- **Physical Address:** Cnr. Boshoff and Human Street, KRUGERSDORP
- **Postal Address:** Private Bag X9910, Sandton 2146
- **Enquiries:** Louisa Dhlamini  TEL: (011) 660 4581

#### DISTRICT JOHANNESBURG CENTRAL [JC]:

- **Physical Address:** Cnr Morola and Chris Hani Road, Soweto College, PIMVILLE
- **Postal Address:** P. O. Box 900064 Bertsham 2013
- **Enquiries:** Linda Mabutho  TEL: (011) 983 2231

#### DISTRICT JOHANNESBURG EAST [JE]:

- **Physical Address:** Sandown High School, 1 North Road, Sandown, SANDTON
- **Postal Address:** Private Bag X9910, Sandton 2146
- **Enquiries:** Elizabeth Moloko  TEL: (011) 666 0109

#### DISTRICT JOHANNESBURG SOUTH [JS]:

- **Physical Address:** 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG
- **Postal Address:** Private Bag X13, Lenasia 1820
- **Enquiries:** Patrick Sesane  TEL: (011) 247 5957

#### DISTRICT JOHANNESBURG WEST [JW]:

- **Physical Address:** 20 Goldman Street, FLORIDA, 1710
- **Postal Address:** P. O. Box 1995, Florida 1709
- **Enquiries:** Lizwe Jafta  TEL: (011) 831 5433

#### DISTRICT SEDIBENG EAST [SE]:

- **Physical Address:** Sanlam Building 14 Cnr. Joubert & Kruger Street VEREENIGING
- **Postal Address:** Private Bag X05, Vereeniging 1930
- **Enquiries:** Nomathemba Xawuka  TEL: (016) 440 1718

#### DISTRICT SEDIBENG WEST [SW]:

- **Physical Address:** Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG
- **Postal Address:** Private Bag X067, Vanderbijlpark 1900
- **Enquiries:** Bertha Mlotshwa  TEL: (016) 594 9190

#### DISTRICT TSHWANE NORTH [TN]:

- **Physical Address:** Wonderboom Junction 11 Lavender Street, PRETORIA
- **Postal Address:** Private Bag X945, Pretoria 0001
- **Enquiries:** Rejoice Manamela  TEL: (012) 543 4313

#### DISTRICT TSHWANE SOUTH [TS]:

- **Physical Address:** President Towers Building, 265 Pretorius Street PRETORIA
- **Postal Address:** Private Bag X198 Pretoria 0001
- **Enquiries:** Thabiso Mphosi  TEL: (012) 401 6363/5

#### DISTRICT TSHWANE WEST [TW]:

- **Physical Address:** Klipgat Road Old Hebron College
- **Postal Address:** Private Bag X38, Rosslyn, 0200
- **Enquiries:** Priscilla Ravele  TEL: (012) 725 1451

---

**HEAD OFFICE (JHB)**

- **Enquiries:** Lesiba Kgobe  TEL: (011) 843 - 6531
- **Enquiries:** Mpho Mohloai  TEL: (011) 843 - 6610