



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

**EXTENSION OF CLOSING DATE
FOR
OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN
NO. 1/2022**

Please note that the closing date for the following positions of the OBPS VB1/2022 has been extended to Friday, **25 February 2022** by 12:00 midnight:

It is the responsibility of the applicant to ensure that applications are submitted via the on-line system by the closing date and time.

Head Office

Post Title	Directorate/ Chief Directorate:	Contact Person
Admin Clerk	Office of the Head of Education	Ms L Boniface
Administrative Clerk: Exam Distribution, and Marking Services (5 posts): Maitland	Exam Administration	Ms L Bredenkamp
Administrative Officer: Exam Distribution and Marking Services (3 posts): Maitland	Exam Administration	Ms L Bredenkamp
Operators: Reprographic Section (7 posts): Maitland	Exam Administration	Ms L Bredenkamp
Administrative Officer: Certification, and Walk In Centre (2 posts)	Exam Administration	Ms L Bredenkamp
Administrative Officer: Examination Office Support Services	Exam Administration	Ms L Bredenkamp
Administrative Clerk: Examination Office Support Services	Exam Administration	Ms L Bredenkamp
Administrative Clerk: Examination Registration (2 posts)	Exam Administration	Ms L Bredenkamp
Employee Relations Officer: Collective Bargaining, Training and Administration	Employee Relations	Mr C Esau
Employee Relations Officer: Misconduct, Grievances and Disputes (3 posts)	Employee Relations	Mr C Esau
Administrative Officer: SCM Policy and Planning	Procurement Management	Ms R De Bruyn

Administrative Officer: SCM Performance Management	Procurement Management	Ms R De Bruyn
Administrative Officer: Payments: Contract Administration	Procurement Management: SCM Operations	Ms R De Bruyn
Administrative Officer: Bid Caller	Procurement Management: SCM Operations	Ms R De Bruyn
Administrative Officer: SCM Contract Management	Procurement Management: SCM Operations	Ms R De Bruyn
Food Service Aid	Supply Chain Management	Ms R De Bruyn
Administrative Clerk(2 posts)	Learner Teacher Support Material(Institutional Resource Support)	Ms AM Henriques
Client Service Agents(2 posts)	Communication	Mr L Bruce
Human Resource Officer (various posts)	Service Benefits	Ms D Pillay
Human Resource Clerks (Various posts)	Service Benefits	Ms D Pillay
Messenger	Service Benefits	Ms D Pillay
State Accountant: Management Accounting	Management Accounting	Mr PPP Adams
Chief Works Inspector: George	Infrastructure Delivery Management	Mr GP Nieuwoudt
Chief Town and Regional Planner	Physical Resource Planning and Property Management	Mr G Coetzee
Chief Civil Engineer	Physical resource Planning and Property Management	Mr G Coetzee
Chief Electrical Engineer	Physical Resource Planning and Property Management	Mr G Coetzee
Town and Regional Planner	Physical Resource Planning and Property Management	Mr G Coetzee
Accounting Cleck: Accounts	Financial Accounting	Ms C Addendorf
State Accountant: Loss Control Office	Financial Accounting	Mr HC Burger
State Accountant: Transfer Payments	Financial Accounting	Ms C Addendorf
State Accountant: Deductions	Financial Accounting	Ms S Dlamini

Accounting Clerk	Financial Accounting	Mr JK Maqwafini
Registry Clerk	Financial Accounting	Ms C Van Heerden
State Accountant: Internal Control Compliance	Internal Control	Ms W Salie
Administrative Clerk	Internal Control	Ms W Salie

District Offices

Post Title	Education District Office	No of posts
Admin Clerk: District Circuit	Metro Central	1
Messenger/ Driver	Metro Central	1
NSNP Liason Officer	Metro Central	1
Social Worker	Metro Central	1
State Accountant: Compliance	Metro North	1
Admin Support Officer: Circuit 6:	Metro North	1
Information Systems Officer	Metro North	1
Social Worker: IsiXhosa and English	Metro North	1
Social Worker: Afrikaans and English	Metro North	1
School Finance and Records Officer	Metro North	2
School Management and Governance Officer	Metro North	1
Admin Clerk: District Circuit, Circuit 9	Metro North	1
Switchboard Operator	Metro North	1
Admin Clerk: People Management	Metro East	1
Social Auxilliary Worker	Metro East	1
School Enrichment Officer	West Coast	1
Admin Support Officer: People Management	West Coast	1
Admin Support Officer: Management and Governance	West Coast	1

Admin Support Officer: District Circuit: Circuit 4: Clanwilliam	West Coast	1
Learner Transport Scheme Officer	West Coast	1
Receptionist	West Coast	1
Admin Support Officer: Curriculum Support	West Coast	1
Registry Clerk	Overberg	1
Admin Support Officer: Management and Governance	Overberg	1
Admin Support Officer: Learner Support	Overberg	1
School Finance and Records Officer	Cape Winelands	1
Learner Transport Scheme Officer(Co-Ordinator)	Cape Winelands	1
Admin Support Officer: Circuit 5: Ceres	Cape Winelands	1
Admin Support Officer: Circuit 8: Paarl Central	Cape Winelands	1
GG Transport Officer	Cape Winelands	1
Admin Clerk; SCM	Eden and Central Karoo	1
School and Safety Support Worker	Eden and Central Karoo	1
General Assistant: Knysna, Circuit 4	Eden and Central Karoo	1