



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Gauteng Department of Education

VACANCY CIRCULAR 01 OF 2017

EDUCATOR (PROMOTION) PL 2- 4 AND CHIEF/ EDUCATION THERAPIST POSTS AT PUBLIC ORDINARY AND PUBLIC SPECIAL SCHOOLS

JANUARY 2017

Published on: 16 January 2017
Closing Date: 27 January 2017

INTRODUCTION

- 1.1 The **Educator (Promotion) PL 2-4 and Chief/ Education Therapist posts** advertised in this Vacancy Circular are as a result of attrition and promotions in Public Ordinary and Public Special Schools.
- 1.2 Approval to advertise and fill these vacant posts has been granted by the HOD and MEC as contained in GDE Circular 08 of 2016.

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 Employment Equity Act (Act No. 55 of 1998);
- 2.6 ELRC Collective Agreement 2 of 2005.

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 not to 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 Applicants must also 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.

PUBLICATION DATE	:	16 January 2017
CLOSING DATE	:	27 January 2017

4. GENERAL INSTRUCTIONS

4.1. DATE OF ASSUMPTION OF DUTY

The preferred date of assumption of duty is 01 May 2017; 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, 27 January 2017, not later than 16h00. No applications will be accepted after the aforementioned date and time. Posted applications will only be accepted if they reach the District Office by Wednesday 01 February 2017 (NO EXCEPTION), and the post mark indicates that the application was posted on or before the closing date of 27 January 2017.

4.3. PROCEDURE FOR APPLYING

Educator (Promotion) PL2-4 and Chief/ Education Therapist Posts Circular:

4.3.1 Separate applications must be submitted on the attached EMPLOYMENT PROFILE FORM (FORM GDE 2R) for Educators in respect of **each post** applied for. This EMPLOYMENT PROFILE FORM replaces the Curriculum Vitae (CV). **Only the attached EMPLOYMENT PROFILE FORM (FORM GDE 2R)** will be recognised as a valid application when applying for vacant posts as advertised in this circular. The post number of the vacant post for which application is made, as well as the applicant's PERSAL Number [if currently/previously employed] and ID number, are to be inserted on the EMPLOYMENT PROFILE FORM (FORM GDE 2R). ***The format of the GDE2R must not be changed by adding or removing lines (Arial 10/12 not less), columns or pages. ONLY A FOUR PAGER APPLICATION WILL BE ACCEPTED (NO LESS, NO MORE).***

4.3.2 A unique post number is allocated to every vacant post. The post number begins with the district letters and contains a unique number (e.g. **TN17CS1001A**). **PLEASE NOTE THAT SORTING IS DONE ACCORDING TO THIS POST NUMBER, THEREFORE, PLEASE ENSURE THAT THE CORRECT POST NUMBER IS QUOTED ON THE EMPLOYMENT PROFILE FORM (FORM GDE 2R) and MUST BE WRITTEN IN FULL.** The Department will not take any responsibility if an incorrect number was entered in the EMPLOYMENT PROFILE FORM (FORM GDE 2R).

4.3.3 Certification of Documents:

- Original certified copy of an ID **must** be submitted with an application;
- Original certified copies of all qualifications, as well as registration/provisional registration certificates with SACE, may be attached to applications; if not attached, a person who is shortlisted will be requested to bring along the certified qualification; applicants must ensure that ALL qualifications are available on submission/request;
- Only certified copies with original stamp of certification, will be accepted if attached;
- Original certified copies of official salary advice slips, on which a SACE membership number is printed, will be acceptable for purposes of membership verification; and
- 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.

Please ensure that the **signature** on the application form is original – photocopied signatures will be disqualified.

- 4.3.4 No faxed or e-mailed applications will be accepted.
- 4.4 **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 office) and/or reach their destination after the closing date.
- 4.5 HAND DELIVERED APPLICATIONS FOR VACANCIES IN THIS CIRCULAR SHOULD BE AS INDICATED BELOW (**no application forms submitted to schools OR to Registry Office OR The Department of Finance (GDF) & its nodal points** will be accepted).

NB: TWO methods of applying:

- **HAND DELIVERY**
Relevant District Office
Refer to Annexure B for the physical address
- **VIA THE POST**
Relevant District Office
Refer to Annexure C for the postal address

5. MINIMUM REQUIREMENTS FOR APPOINTMENT

- 5.1 The requirements for educators, as stated in the Revised Personnel Administration Measures (PAM), are applicable.
- 5.2 All stakeholders must note Section 6 (1) (3) (a) of the Employment of Educators Act, 1998 as amended by Section 7 of the Education Laws Amendment Act, 2005, for the legislation that guides these appointments.
- 5.3 Grievances from unions and/or candidates should be submitted within **5 working days** after a specific process (shortlisting or interviews).

NB: It is improper for interviewing panel members or union representatives observing the process to inform any of the interviewees about the outcome of the interviews before the HOD or delegated authority has approved the recommendation of the SGB. Such disclosure of official information without approval will be viewed as misconduct and will be dealt with according to the law. (Panel members and union representatives have to complete the declaration form, **Form D**, which forms part of the Shortlisting and Interview process).

5.4 *Experience requirements for educators:*

Post e.g.	Minimum Experience (Years)
Principal	7 years
Deputy Principal	5 years
HOD	3 years
Chief Education Therapist	3 years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable).
Education Therapist	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.
--	---

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.

NOTE: *Actual educator's experience, as well as other appropriate experience, are 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).*

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

SALARY LEVEL (PER SCHOOL GRADING)	OSD Notches Min Max	Salary (Mini mum)	Salary (Maximum)
Principal P1	108 - 186	R 287 862.00	R 619 860.00
Principal P2	126 - 201	R 342 753.00	R 719 643.00
Principal P3	144 - 215	R 409 986.00	R 827 187.00
Principal P4	159 - 218	R 473 832.00	R 852 240.00
Principal P5	180 - 221	R 583 932.00	R 878 091.00
Deputy Principal	126 - 209	R 342 753.00	R 779 253.00
Head of Department	108 - 201	R 287 862.00	R 719 643.00
Chief Education Therapist	070 - 077	R 385 899.00	R 428 292.00
Education Therapist	044 - 053	R 262 020.00	R 299 592.00

5.6 **REGISTRATION WITH PROFESSIONAL BODIES**

It is compulsory for all potential 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.

5.7 **STATUS OF NON-SA CITIZENS**

Non-citizens who meets 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.

Foreigners offering Mathematics and Physical Science may apply if they are in possession of a permanent residence/ valid work permit. 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**

This will then make the foreign national eligible for a **fixed contract period of three year**. Non SA citizens will be considered for promotion into Post level 2 (HOD) for a three-year contract in Mathematics and Science posts only provided that no SA citizen is available. **The posts will be re-advertised when the three year contract expires.**

5.8 SIFTING/SHORTLISTING/INTERVIEWING

Sifting will be done by the advertising District: THRS: HRP Unit.

Applications which do not meet the following criteria will be disqualified:

- Use of incorrect application form (**Revised** GDE 2R). (The format of the GDE 2R must not change by adding or removing lines, columns or pages);
- Unsigned GDE 2R;
- Photocopied signature;
- Incorrect post number (the post number must be written in full including the letters e.g. **TN17CS1001A**);
- Originally certified copy of an ID not attached.
- Late submission – posted applications **to be in by Wednesday, 01 February 2017**, with dated post office/courier stamp between the publication and closing date.

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

The School Governing Body should meet and appoint panel members as per SASA and Collective Agreement 2 of 2005 (signed minutes should be submitted together with the recommendation to the HOD)

The School Governing Body **recommends three candidates in order of priority**. The Head of the Department or the person with the delegated authority **approves the appointment**.

Appointments are subject to confirmation by the Department. A recommended candidate must therefore refrain from taking any steps to assume duty until she/he has received an official appointment letter.

5.9 VERIFICATION

All the recommended candidates will be subjected to verification of the following as *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 record checks – (refer GDE 2R paragraph 3.10)
- (b) Citizenship verifications – (refer GDE 2R paragraph 3.8)

- (c) Financial/asset record checks
- (d) Qualifications/Study verification; and (refer GDE 2R paragraph 6 & 7)
- (e) Previous employment verification (Reference checks)" (refer GDE 2R paragraph 8.2)

All the recommended interviewed candidates must complete or give consent by completing the relevant consent form as provided for by the secretariat of the panel.

5.10 LANGUAGE REQUIREMENTS

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

5.11 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 (NB: Only those who have a valid acceptance letter signed by the HOD GDE for re-employment can apply **and this letter must be attached to the GDE 2R**).

GAUTENG DEPARTMENT OF EDUCATION



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

EMPLOYMENT PROFILE FORM (GDE 2R)

1. INSTRUCTIONS

WHAT IS THE PURPOSE OF THIS EMPLOYMENT PROFILE (GDE 2R) FORM?

To assist the Gauteng Department of Education (GDE) in selecting a person for an advertised post. This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

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 and other relevant documents that may be required to make a final selection.

Every application may be accompanied by original certified copies (not older than six months) of educational qualifications and SACE certificate.

SPECIAL NOTES

- All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport
- This information is required to enable the Department to comply with the Employment Equity Act, 1998
- This information will only be taken into account if it directly relates to the requirements of the position
- It is compulsory that all sections of the form be completed as honestly as possible where applicable**
- Please PRINT. **Mark blocks with an X where applicable**
- Only original signatures (no photocopies of signatures) will be valid on this form. Faxed or e-mailed copies of this document will not be accepted
- Post number MUST be in the correct format (**NO EXCEPTION WILL BE ALLOWED**)
- This form will be the only form that will be recognised when applying school educator post
- The format of the GDE2R must not change by adding or removing lines, columns or pages (it will be a standard 4 pager form) – this will be added as part of the criteria for sifting

2. PARTICULARS OF ADVERTISED POST

Post Description (as stated in the advert e.g. Principal)		Post Level	
Post Number: (as stated in the advert)			

(Please refer to the List of Vacancies [as advertised] for instructions to complete this form)

3. PERSONAL PARTICULARS OF APPLICANT

SURNAME and INITIALS					S H O R T L I S T I N G
NAME(S)					
PERSAL NO (If currently/ previously employed)					
I.D. NO. (Attach copy of the ID document, with an original stamp of certification)					
GENDER (Male/Female) (x)	Male		Female		
RACIAL GROUP (x) (For Employment Equity Purposes)	African	Coloured	Indian	White	

Do you have a disability? (Yes or No) (x) If yes , indicate nature.	Yes	No		
Are you a South African citizen? (x)	Yes	No	If NO, what is your country of origin?	
Do you have a permanent residence permits accompanied by a SA Identity Document? (Foreigners Only) (x) Yes/No	Yes	No	If yes, Permit Number/ID Number (Foreigners Only)	
Have you been convicted of a criminal offence? (x) (If yes, attach clearance letter)	Yes	No		
Have you been dismissed due to misconduct? (x) (If yes, attach clearance letter)	Yes	No		
Have you been convicted in line with the Sexual Offences and Related Act case (x) Yes/No	Yes	No		
Were you previously employed in the public service sector? (x) Yes/No	Yes	No		
If yes, how was your service terminated? (x) Please indicate date: _____ / _____ / _____	VSP (voluntary severance package)	RESIGNED	ILL-HEALTH	MISCONDUCT
Are you in possession of the approval letter from the HOD? (x) Yes/No (Not applicable to applicants who resigned)	Yes	No	(a copy of this letter must be attached in the application)	
Are you currently employed? (x) Yes/No	Yes	No	Name of the institution and Province:	
Are you professionally registered? - PLEASE STATE BODY AND NUMBER (e.g. SACE) (x) Yes/ No	Yes	No	Body & Number:	
Are you Additional to current Post Establishment? (x) Yes/No (Attach EXOP Letter)	Yes	No	Name of the institution and Province:	

4. CONTACT DETAILS

Telephone numbers, during office hours: ()		Telephone Numbers, after office hours: ()	
Postal Address		Postal Code	
Physical Address		Fax Number	
Cell Number		E-Mail Address	
Name and Contact details for next of Kin		Relationship	

5. LANGUAGE PROFICIENCY – STATE 'GOOD'; 'FAIR' or 'POOR'

LANGUAGES (Specify)				
Speak				
Write				
Read				

6. QUALIFICATIONS (ATTACH SEPARATE SHEET, IF NECESSARY)

School/University/College	Qualification(s)	Subjects/Majors/ Specialisation	Date obtained	
	Matric			
Certified copies of all relevant qualifications and subject statement (in case of PL1) may be attached				

7. ADDITIONAL QUALIFICATIONS/ COURSES ATTENDED (e.g. OBE Course)

Name of course	Service provider	Duration of course	
1.			
2.			
3.			
4.			
5.			

8. EXPERIENCE

(8.1) CURRENT EMPLOYMENT

Department/ Employer	Institution	Post Level	Learning Areas & Grades	EXACT DATES		TOTAL		
				FROM (M / Y)		YEARS	MONTHS	

(8.2) PREVIOUS EMPLOYMENT IN EDUCATION

Department/ Employer	Institution	Post Level	Learning Areas and Grades	EXACT DATES		TOTAL		
				FROM (M / Y)	TO (M / Y)	YEARS	MONTHS	

9. EXTRA AND CO-CURRICULAR ACTIVITIES (Other capabilities, e.g. projects)

TYPE OF ACTIVITY	ORGANISATION	DURATION	
1			
2			
3			
4			

10. NON-TEACHING/COMMUNITY EXPERIENCE

ORGANISATION	POSITION HELD	TYPE OF ACTIVITY	DURATION	
1				
2				
3				
4				

11. SKILLS (e.g. communication, computer, etc.)

1	
2	
3	
4	

12. PERSONAL QUALITY TRAITS (i.e. your strengths)

1.	
2	
3.	

13. REFERENCES (Professional/ work related reference)

NAME	CONTACT DETAILS	RELATIONSHIP	
1			
2			
3			

14. DECLARATION

I declare that the above information provided (including any attachments) is true and correct to the best of my knowledge. I understand that any false or incorrect information could lead to my application being disqualified or to me being discharged on account of misconduct if appointed. Failure to disclose will result in disqualification.

SIGNATURE OF APPLICANT

DATE

Please Note: Only original signature will be regarded as valid (photocopied/faxed/emailed signatures will not be acceptable).



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; Bronkhorstspuit; 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; Azadville

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; Tshepison; 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, Atteridgeville (in Tshwane South); Mabopane; Ga-Rankuwa; Hercules; Pretoria-Noord; Pretoria Soshanguve; Pretoria-West



DISTRICT ADDRESSES

ANNEXURE C

TRANSVERSAL HRS / HRP CONTACT DETAILS

<p>DISTRICT EKURHULENI NORTH [EN]:</p> <p>Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059 Benoni, 1500 Enquiries: Emily Molefe TEL: (011) 746 8190</p>	<p>DISTRICT EKURHULENI SOUTH [ES]:</p> <p>Physical Address: Infinity Office Park, Private Bag X8001 Alberton 2 Robin Close, Meyersdal, ALBERTON 1450 Enquiries: Xolani Kheswa TEL: (011) 389-6034</p>
<p>DISTRICT GAUTENG EAST [GE]:</p> <p>Physical Address: Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers Springs 1559 Enquiries: Mpho Leotlela TEL: (011) 736 0716</p>	<p>DISTRICT GAUTENG NORTH [GN]:</p> <p>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</p>
<p>DISTRICT GAUTENG WEST [GW]:</p> <p>Physical Address: Cnr. Boshoff and Human Street, KRUGERSDORP Postal Address: Private Bag X2020 Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660 4581</p>	<p>DISTRICT JOHANNESBURG CENTRAL [JC]:</p> <p>Physical Address: Cnr Morola and Chris Hani Road, Soweto College, PIMVILLE Postal Address: P. O. Box 900064 Bertsham 2013 Enquiries: Rendani Nemukula TEL : (011) 983 2231</p>
<p>DISTRICT JOHANNESBURG EAST [JE]:</p> <p>Physical Address: 142/144, Fourth and Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666 9109</p>	<p>DISTRICT JOHANNESBURG NORTH [JN]:</p> <p>Physical Address: Cnr Biccard and Jorrison Street FNB Building, BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein 2017 Enquiries: Nelisiwe Mashazi TEL:(011) 694 9378</p>
<p>DISTRICT JOHANNESBURG SOUTH [JS]:</p> <p>Physical Address: 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG Postal Address: Private Bag X13, Lenasia 1820 Enquiries: Patrick Sesane: TEL:(011) 247 5957</p>	<p>DISTRICT JOHANNESBURG WEST [JW]:</p> <p>Physical Address: 20 Goldman Street, FLORIDA, 1710 Postal Address: P. O. Box 1995, Florida 1709 Enquiries: Lizwe Jafta TEL: (011) 831 5433</p>
<p>DISTRICT SEDIBENG EAST [SE]:</p> <p>Physical Address: SLand M Building Cnr Joubert & Kruger Street, VEREENIGING Postal Address: Private Bag X05, Vereeniging 1930 Enquiries: Nntombi Moyo TEL: (016) 440 1748</p>	<p>DISTRICT SEDIBENG WEST [SW]:</p> <p>Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark 1900 Enquiries: Erna Rust TEL: (016) 594 9207</p>
<p>DISTRICT TSHWANE NORTH [TN]:</p> <p>Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria 0001 Enquiries : Priscilla Ravele TEL: (012) 543 1044</p>	<p>DISTRICT TSHWANE SOUTH [TS]:</p> <p>Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria 0001 Enquiries : Margie van der Walt TEL: (012) 401 6363/5</p>
<p>DISTRICT TSHWANE WEST [TW]</p> <p>Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X 38, Rosslyn, 0200 Enquiries: Salamina Letoaba TEL: (012) 725 1451</p>	<p>HEAD OFFICE (JHB)</p> <p>Enquiries: Roseline Vaughan TEL: (011) 843 6869 Enquiries: Jakes Ndala TEL: (011) 355 0395 Enquiries: Enos Netshithuthuni TEL: (011) 355 0129</p>