



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Mr A.B. Zwane

Reference: 4/2/P

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
PRINCIPALS OF SCHOOLS
CHAIRPERSONS OF GOVERNING BODIES
SCHOOL GOVERNING BODY MEMBERS

HRM CIRCULAR NO. 44 OF 2019

RECRUITMENT OF PUBLIC SCHOOL SAFETY VOLUNTEERS

1. The Department of Education, in the interest of school safety, is calling on community members to volunteer their services as Public School Safety Officers at schools without state paid Security Officers.
2. Members of the community within which the schools are situated and who comply with the requirements of the position are encouraged to apply to serve as School Safety Officers. The advertisement for the post is enclosed as Annexure A. The schedule of the affected schools is also attached (Annexure B).
3. These positions are meant for volunteer who will earn a stipend as prescribed in the EPWP documents. However, for recruitment purposes, the prescribed form Z83 (Annexure C), obtainable from the School, must be utilized for applying for the position and a detailed Curriculum Vitae with full particulars of training, qualifications, skills, competencies, knowledge and experience may be attached for the inclusion of additional information which may favour the application. The duly completed Application Form (Z83) **must be hand delivered** to the school in respect of which the position is to be filled.
4. The closing date for applications is **15 November 2019**.
5. Kindly ensure that the content of this Circular is brought to the attention of all employees under your supervision and every effort made to bring this to the attention of the community.


DR EV NZAMA
HEAD OF DEPARTMENT: KZN EDUCATION

DATE: 25/10/2019

...Leading Social Compact and Economic Emancipation
Through a Revolutionary Education for All...

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

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Department:
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POSITION : SCHOOL SAFETY OFFICER

REMUNERATION : STIPEND - R109 per day

REQUIREMENTS : Grade 10 Certificate
Grade 12 (Matric) Certificate will be an advantage

ADDED ADVANTAGE : Security training and experience
*Candidates who are currently serving as Security Officers through
engagement by the School Governing Body*

COMPETENCIES: Knowledge of all matters dealing with school security. Skills-verbal and written communication, interpersonal skills and problem solving skills. Values/Attributes-tact and diplomacy, honesty and integrity, commitment, ability to work under pressure.

Communication and working relationship-
Internal: Principal, School Governing Body, Educators and other Employees, Learners, Departmental Officials
External: Departmental Officials, Parents, General public, Service providers.

DUTIES: Control gate access: control admission of visitors onto the premises, Escort visitors in the premises where necessary, Complete visitors register. Patrol building and fenced off areas: Check security around perimeter, check security in the building, Record incidences in the occurrence book. Search vehicles and persons entering and leaving the school: Check supplies, articles and objects before allowed to enter premises. Monitoring of security systems on the premises: ensure that windows, doors and gates locked, inform management of broken locks, windows, burglar guards, etc. monitor alarm systems where necessary.
Record all offences and incidents in the Incident Register. Report offences and incidents to Principal. Attend School Safety Security Committee Meetings.

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Application for Employment

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist a government department in selecting a person for an advertised post.</p> <p>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.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position in a government department.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <p>1 - 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.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	A. THE ADVERTISED POST				
	Position for which you are applying (as advertised)		Department where the position was advertised		
	Reference number (as stated in the advert)		If you are offered the position, when can you start OR how much notice must you serve with your current employer?		
	B. PERSONAL INFORMATION				
	Surname				
	First Names				
	Date of Birth				
	ID number ²				
	Race ³	<i>African</i>	<i>White</i>	<i>Coloured</i>	<i>Indian</i>
	Gender ³		<i>FEMALE</i>		<i>MALE</i>
Do you have a disability? ³		<i>YES</i>		<i>NO</i>	
Are you a South African Citizen?		<i>YES</i>		<i>NO</i>	
If no, what is your Nationality					
And do you have a valid work Permit?		<i>YES</i>		<i>NO</i>	
Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴		<i>YES</i>		<i>NO</i>	
If your profession or occupation requires State or official registration, provide date and particulars of registration.					
C. HOW DO WE CONTACT YOU					
Preferred language for correspondence?					
Telephone number during office hours		()			
Preferred method for correspondence		<i>Post</i>	<i>E-mail</i>	<i>Fax</i>	
Correspondence contact details (in terms of above)					

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D. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'						
	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS ⁵ (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE ⁵ (please ignore if you have attached a CV with these details)							
Employer (including current employer)	Post held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.</i>	
Signature:	Date: