



LAERSKOOL EBEN SWEMMER



P.O. Box 23627
Gezina
0031

639 Frederika Street
Gezina
0084

Tel. nr: 012 335 9190/2 Fax nr: 012 335 9192 / 086 502 1891

ADVERTISEMENT FOR VACANT POST

<u>POST DESCRIPTION:</u>	GENERAL WORKER - FEMALE
<u>NATURE AND DURATION OF POST:</u>	SCHOOL GOVERNING BODY POST
<u>POST LEVEL:</u>	GA
<u>CIRCUIT:</u>	1
<u>DISTRICT:</u>	TSHWANE NORTH
<u>CLOSING DATE FOR APPLICATION:</u>	3 JUNE – 10 JUNE 2024
<u>APPOINTMENT DATE:</u>	1 JULY 2024

QUALIFICATION REQUIREMENTS: MATRIC.

DOCUMENTS REQUIRED:

- Recently updated CV (English) with contactable reference.
- Certified copies of:
 - ID,
 - Matric (Gr. 12 certificate),
 - Relevant qualification,
 - Police clearance,
 - Testimonials

APPLICABLE SKILLS:

- English.
- Hard worker.
- Team player.



Submission of application: email CV to the school – sgbebenswemmer@gmail.com / ebies.acc@gmail.com or hand in at the school on or before 10 June 2024 @ 08:00am.



LAERSKOOL EBEN SWEMMER



P.O. Box 23627
Gezina
0031

639 Frederika Street
Gezina
0084

Tel. nr: 012 335 9190/2 Fax nr: 012 335 9192 / 086 502 1891

ADVERTISEMENT FOR VACANT POST

<u>POST DESCRIPTION:</u>	GENERAL WORKER – MALE
<u>NATURE AND DURATION OF POST:</u>	SCHOOL GOVERNING BODY POST
<u>POST LEVEL:</u>	GA
<u>CIRCUIT:</u>	1
<u>DISTRICT:</u>	TSHWANE NORTH
<u>CLOSING DATE FOR APPLICATION:</u>	3 JUNE – 10 JUNE 2024
<u>APPOINTMENT DATE:</u>	1 JULY 2024

QUALIFICATION REQUIREMENTS: MATRIC.

DOCUMENTS REQUIRED:

- Recently updated CV (English) with contactable reference.
- Certified copies of:
 - ID,
 - Matric (Gr. 12 certificate),
 - Relevant qualification,
 - Police clearance,
 - Testimonials

APPLICABLE SKILLS:

- English.
- Hard worker.
- Team player.



Submission of application: email CV to the school – sgbebenswemmer@gmail.com / ebies.acc@gmail.com or hand in at the school on or before 10 June 2024 @ 08:00am.



LAERSKOOL EBEN SWEMMER



P.O. Box 23627
Gezina
0031

639 Frederika Street
Gezina
0084

Tel. nr: 012 335 9190/2 Fax nr: 012 335 9192 / 086 502 1891

ADVERTISEMENT FOR VACANT POST

<u>POST DESCRIPTION:</u>	OFFICE ADMINISTRATOR
<u>NATURE AND DURATION OF POST:</u>	SCHOOL GOVERNING BODY POST
<u>POST LEVEL:</u>	ADMIN
<u>CIRCUIT:</u>	1
<u>DISTRICT:</u>	TSHWANE NORTH
<u>CLOSING DATE FOR APPLICATION:</u>	3 JUNE – 10 JUNE 2024
<u>APPOINTMENT DATE:</u>	1 JULY 2024

DOCUMENTS REQUIRED:

- Recently updated CV (English) with contactable reference.
- Certified copies of:
 - ID,
 - Matric (Gr. 12 certificate),
 - Relevant qualification,
 - Transcripts of qualification/s,
 - Police Clearance
 - Courses attended,
 - Certificates,
 - Testimonials

**"Coming together
is a beginning;
keeping together
is progress;
working together
is success."**

~ Henry Ford

APPLICABLE SKILLS:

- Fluent in English and Afrikaans
- Admissions
- Communications skills
- Knowledge/ experience in administrative duties.
- Good organisational skills.
- School Programs (SASAMS /D6)

Submission of application: email CV to the school – sgbebenswemmer@gmail.com / ebies.acc@gmail.com or hand in at the school on or before 10 June 2024 @ 08:00am.