



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: PROGRAMMES AND QUALIFICATIONS

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TO: FET COLLEGE PRINCIPALS
CAMPUS MANAGERS
EXAMINATION ADMINISTRATORS

MEMORANDUM NO 04 OF 2010

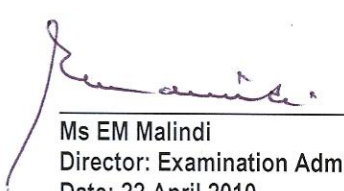
Dear Sir / Madam

EXAMINATION CONTACT DETAILS

To improve the service delivery of the Department of Higher Education and Training (DHET) contact details and detailed work descriptions per staff member are enclosed for your convenience.

Please note that the staff members in the section are not always available at their phones due to other examination-related activities that they have to engage in on a daily basis. It is therefore recommended that you make use of the E-mails or fax to E-mail facilities to make contact with the relevant staff member.

Kind regards


Ms EM Malindi
Director: Examination Administration support and IT System Administration
Date: 22 April 2010


Ms Nadine Pote
Director: Examinations and Assessment FET Colleges & ABET
Date: 22 April 2010

National Certificates (Vocational)

Enquiries: Pierre de Villiers
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FUNCTION	PROVINCE	NAME	TEL	E-MAIL	FAX TO E-MAIL
Entries L2 –L4 General Enquiries Postal Applications G - L	Western Cape Centres 0104 - 5139	Andriëtte Nel	012 357 3968	Nel.a@dhet.gov.za	086 620 9049
Entries L2 –L4 General Enquiries	Western Cape Centres 5142 - 5196	Eugene Nkhwashu	012 357 3973	Nkhwashu.e@dhet.gov.za	086 628 8856
Entries L2 –L4 General Enquiries Postal Applications A - F	North Cape Province North West Province	Sydney Maaga	012 357 3974	Maaga.s@dhet.gov.za	086 271 7229
Entries L2 –L4 General Enquiries Postal Applications S - V	Free State Province	Moses Ramalekana	012 357 3971	Ramalekana.m@dhet.gov.za	086 628 8858
Entries L2 –L4 General Enquiries Postal Applications W - Z	Eastern Cape Province Centres 0403 - 0441	Moses Makhubu	012 357 3976	Makhubu.m@dhet.gov.za	086 271 7230
Entries L2 –L4 General Enquiries	Eastern Cape Province Centres 5401 - 5436	Martin Groenewald	012 357 3972	Groenewald.m@dhet.gov.za	086 628 8857
Entries L2 –L4 General Enquiries Postal Applications Ma	KZN Province Centres 0502 - 0562	Mabel Sibeko	012 357 3970	Sibeko.m@dhet.gov.za	086 628 8855
Entries L2 –L4 General Enquiries Postal Applications Mo	KZN Province Centres 5501 - 5554	Julia Mapatjie	012 357 3969	Mapatjie.j@dhet.gov.za	086 628 8803
Entries L2 –L4 General Enquiries Postal Applications Mb – Mz (except Mo)	Mpumalanga Province	Mancha Moshokoa	012 357 3975	Moshokoa.m@dhet.gov.za	086 628 8854
Entries L2 –L4 General Enquiries	Limpopo	Elizabeth Phago	012 357 3967	Phago.e@dhet.gov.za	086 628 8859
Entries L2 –L4 General Enquiries	Gauteng Centres 0801 - 0882	Mathilda Visser (Head of the Section)	012 357 3978	Visser.m@dhet.gov.za	086 628 8987
Entries L2 –L4 General Enquiries Postal Applications N - R	Gauteng Centres 0883 - 5872	Lukas du Plooy	012 357 3977	Duplooy.l@dhet.gov.za	086 624 7561

Annexure B

Natural Science Studies (NS)

Enquiries: Aby Nhlapo
Tel.: (012) 357 - 3884
Fax: 086 650 6470
E-mail: nhlapo.a@dhet.gov.za

FUNCTION	PROVINCE	NAME	TEL	E-MAIL	FAX TO E-MAIL
Head of the Section General Enquiries Outstanding Results	Gauteng	W Oelofse	012 357 3940	oelofse.w@dhet.gov.za	086 692 6235
Supervisor: N4-N6 statements/ certificates. Remarks N4-N6 & small courses Refunds, Certificate of competency. Term Marks, Outstanding Results	Eastern Province KwaZulu Natal	MS Matlala	012 357 3945	matlala.ms@dhet.gov.za	Fax: 012 323 0170
N4-N6 Certificates. Letters A-N NCOR. Letters A-Z Remarks N5.		M Munyai	012 357 3944	munyai.m@dhet.gov.za	Fax: 012 323 0170
N4-N6 certificates Letters MA-MZ, W-Z Multi-Disciplinary Certificates Remarks N6 and small courses. Refunds.		K Tabudi	012 357 3948	tabudi.k@dhet.gov.za	086 622 6895
N4-N6 certificates Letters N-V. Remarks N4. Claims for remarking		R Phetla	012 357 3941	phetla.r@dhet.gov.za	Fax: 012 323 0170
Supervisor: N3 certificate enquiries from 1992 N3 remarks, System Admin, Statistics Outstanding results.	Limpopo North West Swaziland Namibia	H de Beer	012 357 3934	debeer.hn@dhet.gov.za	086 624 3586
N3 certificates from 1992 N3 remarks		D du Plooy	012 357 3935	duplooy.d@dhet.gov.za	086 624 7562
N3 certificates from 1992 N3 remarks		S Kganyago	012 357 3943	kganyago.s@dhet.gov.za	Fax: 012 323 0170
Supervisor: National Diplomas, N1-N2 Certificates, Integrated Certificates, Verifications Transcripts, Examination Entries Outstanding Results	Western Cape Northern Cape Free State Mpumalanga	HC Lombaard	012 357 3939	lombaard.h@dhet.gov.za	Fax: 086 692 6236

FUNCTION	PROVINCE	NAME	TEL	E-MAIL	FAX TO E-MAIL
Diplomas: Letters MA –MN Claims N1-N2 Certificates/ Statements: MA –MZ		A Nagel	012 357 3937	nagel.a@dhet.gov.za	Fax: 012 323 0170
Diplomas: Letters A-L, N,V - Z Statements: Installation Rules and Specialized Receipts and payments Integrated Certificates		L Schoeman	012 357 3947	schoeman.l@dhet.gov.za	Fax: 012 323 0170
Diplomas: Letters MO-MZ Claims N1-N2 Certificates/Statements: letters A-J, N, P& U-Z		G Grobler	012 357 3938	grobler.g@dhet.gov.za	086 622 4054
Diplomas: Letters R-U Claims, Historical records N1 – N2 up to April 1995. N3 up to Aug.1993 N1-N2 Certificates/Statements: letters K-L, O, Q-T		AC Rencken	012 357 3942	rencken.a@dhet.gov.za	086 559 0879

Annexure C

General Studies (GS)

Enquiries: Kearabile Moroke
Tel.: (012) 357 - 3984
Fax: (012) 328 - 2620
E-mail: moroke.m@dhet.gov.za

FUNCTION	NAME	TEL	E-MAIL	FAX TO E-MAIL
Resulting: NIC, NSC, N4-N6 Entry process, Term marks, Statistical moderation process. Statistical and practical moderation reports. Nic/N2 certificates. Printing admission letters. Extracting process. Verification of results. Checking and approving national diplomas. Capturing marks for remarking and rechecking Processing marking claims Capturing of marks	Ada Kruger AD (Head of the Section)	012 357 3952	kruger.a@dhet.gov.za	086 6568 832 FAX: 012 328 2620
Resulting: NIC, NSC, N4-N6 Entry process , term marks, statistical moderation process Statistical and Practical moderation reports Nic/n2 certificates Printing admission letters Extracting process Verification of candidate's results Checking and approving national diplomas Capturing marks for remarking and rechecking Processing marking claims Capturing of marks	Florence Morotoba SAO (Supervisor)	012 357 3958	morotoba.f@dhet.gov.za	086 696 0499
N4-N6– certificate (alphabet) g,ma,t,v,w,x,z dispatching of certificates Claims Stationary Diploma-letters b,e,f,j,k,me-mh mi-mn Franking of post Remarking and rechecking	Johannes Boroto AC	012 357 3959	boroto.j@dhet.gov.za	FAX: 012 328 2620

FUNCTION	NAME	TEL	E-MAIL	FAX TO E-MAIL
NSC, N3 agricultural – Remarking and rechecking Claims Franking	Julia Dolamo AC	012 357 3960	Dolamo.j@dhet.gov.za	FAX: 012 328 2620
N4 – N6, certificates (alphabet) l,k,mb-mn Diploma- alphabet l, mb, mc, mi, mk, mo, r, t Unmarked scripts Remarking and rechecking Franking of post	Cleopatra Matseba AC	012 357 3963	matseba.c@dhet.gov.za	FAX: 012 328 2620
N4–N6 certificates (alphabet) f,n,p,q,s Diploma (alphabet) a,f,g,h,i,ma,mb-md,n,z Franking of post Remarking and rechecking Stationary	Elizabeth Mazibuko SAC	012 357 3964	mazibuko.e@dhet.gov.za	FAX: 012 328 2620
N4-N6 certificates (alphabet) e,mo,mp-mz,y Diploma (alphabet) c,d,g,mp-mz,o,q,v,w,y Collecting scripts etc Remarking and rechecking Franking of post	Nelson Ntuli AC	012 357 3951	ntuli.n@dhet.gov.za	FAX: 012 328 2620
N4-N6 certificates (alphabet) a,b,c,d,j,h,i,u,z Entry process term marks and statistical moderation process Resulting Remarking and rechecking Extracting process Printing admission letters	Sandra Soteriou SAC	012 357 3961	soteriou.s@dhet.gov.za	FAX: 012 328 2620
Capturing mark sheets Verification of enrolments Corrections of errors Capturing of term marks/year mark and examination marks Recording of waybills Resulting	Sharon Harmse Chief: Data	012 357 3957	harmse.s@dhet.gov.za	FAX: 012 328 2620
Capturing mark sheets Verification of enrolments Corrections of errors Capturing of term/year marks and examination marks Recording of waybills Resulting	Jerome Bukes SAC	012 357 3956	bukes.j@dhet.gov.za	FAX: 012 328 2620

FUNCTION	NAME	TEL	E-MAIL	FAX TO E-MAIL
Verification of enrolments Capturing of mark sheets Correcting errors Capturing of term /year marks and examination marks	Andrew Maponyane Sr Data Typist	012 357 3954	maponyane.a@dhet.gov.za	FAX: 012 328 2620
Verification of enrolments Capturing of mark sheets Correcting errors Capturing of term /year marks and examination marks	Sandra Nkhwashu Sr Typist	012 357 3953	Nkhwashu.s@dhet.gov.za	FAX: 012 328 2620
Verification of enrolments Capturing of mark sheets Correcting errors Capturing of term /year marks and examination marks	Sinah Skhosana Sr Data Controller	012 357 3955	skhosana.s@dhet.gov.za	FAX: 012 328 2620
Verification of enrolments Capturing of mark sheets Correcting errors Capturing of term /year marks and examination marks	Ina van Heerden Principal Data Typist	012 357 3950	vanheerden.i@dhet.gov.za	FAX: 012 328 2620
Capturing mark sheets Verification of enrolments Corrections of errors Capturing of term/year marks and examination marks Recording of waybills Resulting	Hannie Venter Principal Data Typist	012 357 3949	venter.h@dhet.gov.za	0866568832 FAX: 012 328 2620

Annexure D

Professional Support Services

FUNCTION	PROVINCE	NAME	TEL	E-MAIL
• Applications for acknowledgements for subject credits • Examination concessions and amanuensis	All provinces	G Moremi & D Sinyegwe	(012) 357 3984 (012) 357 3982	moremi.g@dhet.gov.za sinyegwe.d@dhet.gov.za
• Examination Irregularities (NATED & NC(V)) • Examination Centre registrations		J Nkabinde	(012) 357 3983	nkabinde.j@dhet.gov.za
• Examination related enquiries (Help Desk)		P Ratau & D Sinyegwe	(012) 357 3982 / 3946 (012) 357 3982	ratau.p@dhet.gov.za sinyegwe.d@dhet.gov.za