



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

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**HUMAN RESOURCE ADMINISTRATION**

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<b><u>POST 1</u></b>	:	<b><u>ACCOUNTING CLERK</u></b>
<b><u>CENTRE</u></b>	:	East London (Ref: 001), Mt Frere (Ref: 002)
<b><u>SALARY SCALE</u></b>	:	R148 584 – R175 023 (Level 6)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Diploma/ Degree or relevant training qualification in Financial Administration. Computer literacy. Basic Conditions of Employment Act Good customer care Accounting
<b><u>RESPONSIBILITIES</u></b>	:	The rendering of accounting services in the unit. The maintenance of accounting reports. The settling of accounts. Drawing and processing of payment reports. The maintenance of a commitment report.
<b><u>POST 2</u></b>	:	<b><u>ADMINISTRATIVE CLERK</u></b>
<b><u>CENTRE</u></b>	:	<b>Cofimvaba</b> - Operations and Resourcing: ECD and GET (Ref: 003) Head office - Administrative and School Computer System (Ref: 004) <b>King William's Town</b> - Curriculum Administrative Support (Ref: 005) <b>King William's Town</b> - Institutional Dev. Support and Governance (Ref: 006) <b>Libode</b> - Institutional Dev. Support and Governance (Ref: 007) <b>Lusikisiki</b> - Curriculum Administrative Support (Ref: 008) <b>Maluti</b> - Curriculum Administrative Support (Ref: 009) <b>Maluti</b> - Institutional Dev. Support and Governance (Ref: 010) <b>Mbizana</b> - EMIS and Policy Implementation (Ref: 011) <b>Mbizana</b> - Psycho – Social and Curr Adaptation Service (Ref: 012)

**Port Elizabeth - Psycho – Social and Curr  
Adaptation Service (Ref: 013)**

<b><u>SALARY RANGE</u></b>	:	R148 584 – R175 023
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Diploma/ Degree, Computer literacy. Basic Conditions of Employment Act, Good c ustomer care
<b><u>RESPONSIBILITIES</u></b>	:	Responsible for assisting unit with administrative Duties Office resource and asset management in the sub-directorates Implementation of good office service standards within the sub-directorates. Sort and distribute incoming mail to areas and staff within the sub-directorate, and dispatch outgoing mail and correspondence. Perform general administration and support services including typing, filling and reception. Perform administrative tasks required by the head of the office. Responsible for record keeping. Performing procurement for the unit of goods and services. Keeping of financial and other office records. Taking of minutes. Deal with the collection, duplication and distribution of information and documents filing and answering of telephones. Assist in the planning and arranging meetings, traveling and catering for meetings and workshops. Render photocopying and faxing service. Distribution of correspondence. Initiate procurement process. Providing data or inputs for compilation of reports.

<b><u>POST 3</u></b>	:	<b><u>DATA CAPTURER</u></b>
<b><u>CENTRE</u></b>	:	<b>Head Office – EMIS (Ref: 014)</b> <b>Head office - HR Procedures Development and Co-ordination (Ref: 015)</b> <b>Mt Fletcher - HR Registry (Ref: 016)</b>
<b><u>SALARY RANGE</u></b>	:	R148 584 – R175 023
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / an appropriate three-year National Diploma or Degree. Understanding and knowledge of implementing the public service policies, prescripts and guidelines. Knowledge of the Basic Conditions of Employment
<b><u>RESPONSIBILITIES</u></b>	:	The organization and analysis and sorting of processed and unprocessed data within the office. Capture documentation for processing and

information using spreadsheet to ensure that the information is captured correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to all relevant offices. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplarily role in building Team Work within the office, act as a team player contributing to the holistic outcomes of the office.

<b><u>POST 4</u></b>	:	<b><u>SNR PERSONNEL OFFICER</u></b>
<b><u>CENTRE</u></b>	:	<b>Dutywa</b> - Personnel Administration (Ref: 017) <b>Port Elizabeth</b> - Personnel Administration (Ref: 018) <b>Uitenhage</b> - Personnel Administration (Ref: 019)
<b><u>SALARY RANGE</u></b>	:	R148 584 – R175 023
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or with relevant certificate / courses to the post. Minimum of 5 years appropriate experience in Administration. Problem solving Computer literacy. Good Communication Public act Public Service Legislation
<b><u>RESPONSIBILITIES</u></b>	:	Assist with general administrative work within the unit/office such as photocopying and faxing documents. The rendering of recruitment administration in the office. Assisting in organizing seminars, workshops and trainings in the office. Rendering general adjustments. Keep records and database of all advertised posts. Assisting in advertising of all critical and residual posts. Ensuring the compliance with the recruitment and its related directives and regulations. Maintain strict confidentiality when working with documents relating to staff members and other matters.
<b><u>POST 5</u></b>	:	<b><u>REGISTRY CLERK</u></b>
<b><u>CENTRE</u></b>	:	<b>Graaff – Reinet</b> - HR Resource Registry (Ref – 020) <b>Qumbu</b> - Auxiliary Services (Ref – 021)

<b><u>SALARY RANGE</u></b>	:	R148 584 – R175 023
<b><u>REQUIREMENTS</u></b>	:	Grade 12, Public Service Act, Conditions of Employment Act, Record Management, Persal, Computer literacy
<b><u>RESPONSIBILITIES</u></b>	:	Allocation of references numbers to correspondence in registry. Receiving, opening, and the handling of files and documents according to Registry and Archive procedures. Updating and checking of all registers in registry. Ensuring the loading of franking machine on a regular basis. Opening and closing of files. Receiving of correspondence from institutions/Districts and other departments. Ensure that the mail is sent and collected from the post office. Ensuring the compliance with the Archive act and its related directives and regulations.
<b><u>POST 6</u></b>	:	<b><u>SECRETARY</u></b>
<b><u>CENTRE</u></b>	:	<b>Head office</b> - Support Staff to the Chief Director: Dev. and Governance (Ref: 022)
<b><u>SALARY RANGE</u></b>	:	R148 584 – R175 023
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent with typing as a passed full qualification / typing training which will enable the relevant person to perform functions prescribed for the relevant post satisfactorily, plus a minimum of seven months clerical experience gained after obtaining the Senior Certificate (or equivalent).A valid code 8 drivers license will be an added recommendation.
<b><u>RESPONSIBILITIES</u></b>	:	Perform frontline functions by determining the business of persons wishing to have an audience with the senior manager. Provide the secretariat functions to the senior manager through organizing the senior manager's affairs which involve maintaining and organizing the diary. To arrange and prioritize meetings and confirming appointments. Provide secretariat functions at designated meeting through making logistical arrangements, distribution of notice and agenda as well as the taking preparation and disseminations of minutes. Provide admin support through ensuring the updating and safe keeping of records, management of the telecommunication systems. Provide the general management of the office.

<b><u>POST 7</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE CLERK</u></b>
<b><u>CENTRE</u></b>	:	<b>Head Office</b> – Demand: General Goods and Services (Ref: 023) <b>Lady Frere</b> – Provisioning (Ref: 024)
<b><u>SALARY RANGE</u></b>	:	R148 584 – R175 023
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Diploma. Minimum of 1-2 years' experience in administration Computer literacy, Interpersonal skills, Basic conditions of employment Act, Communication
<b><u>RESPONSIBILITIES</u></b>	:	Rendering of purchasing services. Assist on the preparation of all orders placed until the goods and services. Ensure transit payments are done and ensure all payments are effected. Within 30 days after receipts of invoice. Statistics and reporting of payments to management. Maintain ledger and file documentation registered. Assist in the implementation of logistic policies in the sub director. Assist in the performance of the duties of LOGIS system controller. Verify transactions includes payment documents for accuracy before.
<b><u>POST 8</u></b>	:	<b><u>GENERAL WORKER</u></b>
<b><u>CENTRE</u></b>	:	Head Office - Exam Administration and Logistics (Ref: 025)
<b><u>SALARY RANGE</u></b>	:	R 87 330 – R102 873
<b><u>REQUIREMENTS</u></b>	:	ABET Certificate or equivalent qualification. Appropriate experience will be an added advantage. Ability to read and write. Good communication skills and friendly Disposition.
<b><u>RESPONSIBILITIES</u></b>	:	Rendering of messenger services, photocopying and faxing of documents for the section allocated. Sort and refer all correspondence, submissions and redirect them accordingly. Distribute internal and external circulars and memorandums. Report all faults and minor repairs of the building.
<b><u>POST9</u></b>	:	<b><u>GENERAL WORKER</u></b>

<b><u>CENTRE</u></b>	:	Mthatha - Auxiliary Services (Ref: 026)
<b><u>SALARY RANGE</u></b>	:	R 73 044 – R86 040
<b><u>REQUIREMENTS</u></b>	:	ABET Certificate or equivalent qualification Appropriate experience will be an added Advantage. Ability to read and write. Good communication skills and friendly disposition.
<b><u>RESPONSIBILITIES</u></b>	:	Rendering of messenger services, photocopying and faxing of documents for the section allocated. Sort and refer all correspondence, submissions and redirect them accordingly. Distribute internal and external circulars and memorandums. Report all faults and minor repairs of the building.
<b><u>POST 10</u></b>	:	<b><u>WORKS INSPECTOR</u></b>
<b><u>CENTRE</u></b>	:	<b>Mthatha</b> - Facilities Management and Information Communication (Ref: 027) <b>Uitenhage</b> - Facilities Management and Information Communication Technology (Ref: 028)
<b><u>SALARY RANGE</u></b>	:	R 148 584 – R175 023
<b><u>REQUIREMENTS</u></b>	:	Grade 12, three years relevant technical experience in the building industry, computer literacy, valid driver's license, willingness to travel and work irregular hours, knowledge and understanding of system, ability to liaise and cooperate with key stakeholders, proven knowledge and understanding of estimating scheduling techniques, knowledge and understanding of systems
<b><u>RESPONSIBILITIES</u></b>	:	Maintenance of the school registers of needs for the district, planning and implementation of school repairs and maintenance programme, comply with OHSA and national building regulations, compile monthly reports, travel to sites on regular basis for control inspections, coordinate and check tender documents.
<b><u>POST 11</u></b>	:	<b><u>ADMIN CLERK</u></b>

**CENTRE**

:  
**Cofimvaba** - Mzimvubu SSS (Ref: 029),  
**Dutywa** - Mpozolo JSS (Ref: 030)  
**Dutywa** - Zwelenqaba SSS (Ref: 031)  
**East London** - Gonubie PS (Ref: 032)  
**East London** - Khulani Commercial (Ref: 033)  
**East London** - Mtunzi Tsolekile PS (Ref: 034)  
**Fort Beaufort** - Emdeni SS (Ref: 035)  
**Grahamstown** - Alexandria High (Ref: 036)  
**King William's Town** - Dumezweni JS (Ref: 037)  
**King William's Town** - Kingsrdge High (Ref: 038)  
**King William's Town** - Luxolo SS (Ref: 039)  
**King William's Town** - St Pstrcks Special School (Ref: 040)  
**Libode** - Mbokazi JS (Ref: 041)  
**Libode** - Mtakatye JSS (Ref: 042)  
**Lusikisiki** - Mdutshane SSS (Ref: 045)  
**Lisikisiki** - Mfundisweni High (Ref: 046)  
**Mt Fletcher** - Jamangile SS (Ref: 047)  
**Mthatha** - Gengqe SSS (Ref: 048)  
**Mthatha** - St Johns College SSS (Ref: 049)  
**Ngcobo** - Enduku JSS (Ref: 050)  
**Ngcobo** - Tyelinzima JSS (Ref: 051)  
**Port Elizabeth** - Rowallan Park PS (Ref: 052)  
**Port Elizabeth** – Sophakama SSS (Ref: 053)  
**Queenstown** – Mpendulo (Ref: 054)  
**Queenstown** – Sterkstroom (Ref: 055)  
**Sterkspruit**- Manxeba JSS (Ref: 056)  
**Uitenhage** - Hankey PS (Ref: 057)  
**Uitenhage** - Mlungisi Perfector SS (Ref: 058)  
**Uitenhage** - Kirkwood High (Ref: 059)

**SALARY SCALE**

: R148 584 – R175 023

**REQUIREMENTS**

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**Key Competencies:** A minimum of Senior Certificate/Grade12. Knowledge of general office administration. Computer literacy (MS Word and Excel. Good communication skills. Good Customer Care and Telephone etiquette. Ability to learn. Willingness to work with learners and staff. An understanding of Government priorities, educational policies and Public Service principles  
**Responsibilities** Responsible for assisting unit with administration.

**POST 12**

: **SECURITY OFFICER**

<b><u>CENTRE</u></b>	:	Butter - Gaqa JSJ (Ref: 060) Butterworth - Pakamani SSS (Ref: 061) King Williams Town – Siyathemba P (Ref: 062) Maluti - Bethesda JSS (Ref: 063) Queenstown – Khanya High (Ref: 064)
<b><u>SALARY SCALE</u></b>	:	R 87 330 – R102 873
<b><u>REQUIREMENTS</u></b>	:	<p><b>Key competences:</b> A minimum of Grade10/ Std. 8. Good communication skills and good customer care. Ability to learn. Willingness to work with and for disabled learners. An understanding of Public Service principles.</p> <p><b>Key Responsibilities:</b> Has a responsibility to identify officers/ employees, learners and visitors. Patrol school grounds, buildings and fenced off areas. Escort visitors in the remises where necessary. Ensure that facilities, premises, vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitor's register. Issue admission control cards to visitors and receive them back. Promote and uphold the rights of children. Open gates on arrival and departure of visitors. Check supplies, articles and objects where necessary before allowing visitors in. Undertake inspections on a daily basis of buildings and premises.</p>
<b><u>POST 13</u></b>	:	<b><u>GENERAL WORKER</u></b>
<b><u>CENTRE</u></b>	:	<b>Butterworth</b> - Jojweni JSS (Ref: 065) <b>Cradock</b> - Hlalethebeni PS (Ref: 066) <b>Cradock</b> - Wolwevlei PS (Ref: 067) <b>Cradock</b> - Zanabantu SS (Ref: 068) <b>Cradock</b> - Nonyaniso PS (Ref: 069) <b>Dutywa</b> - (Elliotdale) - Dyabha JSS (Ref: 070) <b>Dutywa</b> - TS Matsiliza JSS (Ref: 071) <b>East London</b> - Jonguhlanga SS (Ref: 072) <b>East London</b> - Qhasana SS (Ref: 073) <b>East London</b> - Selborne Boys High (Ref: 074) <b>East London</b> - Stirling High (Ref: 075) <b>Fort Beaufort</b> - Elys PS (Ref: 076)



**Graaff – Reinet** - Gill PS (Ref: 077)  
**Grahamstown** - PJ Olivier High (Ref: 078)  
**King Williams Town** – Langa - Liphumile SS (Ref: 079)  
**King Williams Town** - Ngudle PS (Ref: 080)  
**Lady Frere** - Nompucuko SS (Ref: 081)  
**Libode** - Libode Village JP (Ref: 082)  
**Mbizana** - Dutyini JSS (Ref: 083)  
**Mbizana** - Nompumalanga Special School (Ref: 084)  
**Mt Fletcher** - Ugi High (Ref: 085)  
**Mt Frere** - Bomvini JSS (Ref: 086)  
**Mthatha** - King Sabata Dalindyebo Pub Fur Educ & Training College (Ref: 087)  
**Mthatha** - Efata School for Blind (3 POSTS) (Ref:88)  
**Mthatha** - Jonguhlanga JSS (Ref: 089)  
**Mthatha** - Rosedale JPS (Ref: 090)  
**Mthatha** - St Johns College SSS (Ref: 091)  
**Ngcobo** - Mbenge JSS (Ref: 092)  
**Port Elizabeth** - Cape Receife Special School (Ref: 093)  
**Port Elizabeth** - Chatty SS (Ref: 094)  
**Port Elizabeth** - Gelvanpark P (Ref: 095)  
**Port Elizabeth** - Lonwabo School for the E Cerebral Palside (Ref: 096)  
**Port Elizabeth** - Meryvale School for Specialised Education (Ref: 097)  
**Queenstown** - Hanklip High (Ref: 098)  
**Queenstown** - Khanya High (Ref: 099)  
**Queenstown** - Sovuka Sikhanye High School (Ref: 100)  
**Qumbu** - Bunene JPS (Ref: 101)  
**Qumbu** - Shawbury SSS (Ref: 102)

**SALARY SCALE** : R 87 330 – R 102 873

**REQUIREMENTS** : **Key Competencies:** ABET Certificate or equivalent qualification. Appropriate experience will be an added advantage. Ability to read and write. Good communication skills and friendly disposition.  
**Responsibilities:** Rendering of messenger services, photocopying and faxing of documents for the section allocated. Sort and refer all

correspondence, submissions and redirect them accordingly. Distribute internal and external circulars and memorandums. Report all faults and minor repairs of the building.

**POST 14**

:

**CLEANER**

**CENTRE**

:

**Cradock** - Carinus PS (Ref: 102)  
**Cradock** - Tarkastad PS (Ref: 103)  
**Fort Beaufort** - Eyabantu SS (Ref: 104)  
**Fort Beaufort** - Templeton SS (Ref: 105)  
**King Williams Town** - Phillip Mtywaku SS (Ref: 106)  
**King Williams Town** - Skobeni PS (Ref: 107)  
**Libode** - Ndamase SSS (Ref: 108)  
**Maluti** - Mariazel SSS (Ref: 109)  
**Maluti** - Cedarville GIP (Ref: 110)  
**Mount Fletcher** - Maclear PS (Ref: 111)  
**Mthatha** - Ngangelizwe SSS (Ref: 112)  
**Mthatha** - Nozuko SSS (Ref: 113)  
**Mthatha** - Thembisa Special School (Ref: 114)  
**Ngcobo** - Nyanga SSS (Ref: 115)  
**Port Elizabeth** - Cowan SSS (Ref: 116)  
**Port Elizabeth** - Sancto PS (Ref: 117)  
**Queenstown** - Sijonge Phambili High (Ref: 118)  
**Queenstown** - Sterkstroom PS (Ref: 119)  
**Queenstown** – Louis Rex PS (Ref: 120)  
**Qumbu** - Jongilizwe College (Ref: 121)

**SALARY**

:

R 87 330 – R 102 873

**REQUIREMENTS**

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**Key competences:** A minimum of Grade10/ STD 8. Good communication skills and Good Customer Care. Ability to learn. Willingness to work with and for disabled learners. An understanding of Public Service principles.

**Key Responsibilities:** Has a responsibility to clean hostels, and classrooms. Purchasing and control of cleaning material. General domestic duties.

Perform cleaning services of a routine nature by utilizing a variety of tools (brooms vacuum cleaners polishers etc.). Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic

communication skills in interacting with the children. Washing ablution facilities, cleaning carpets, refuse removal etc. Promote and uphold the rights of children. Maintain neatness and cleanliness in the hostel and school. Promote welfare of learners. Undertake inspections on a daily basis of the neatness of buildings and premises.

**POST 15**

: **DRIVER**

**CENTRE**

: **Cradock** - Marlow Landbou (Ref: 022)  
**Dutywa** - Upper Gwadu JSS (Ref: 023)  
**East London** - Khayaletu Special School (Ref: 024)  
**King Williams Town** - St Patricks Special School (Ref: 025)  
**Port Elizabeth** - Reubin Birin School for the Deaf (Ref: 026)

**SALARY**

: R 87 330 – R 102 873

**REQUIREMENTS**

: **Key competences:** A minimum of Grade10/ STD 8. A valid drivers' license (code8/10/14). Good communication skills and Good Customer Care. Ability to learn. **Responsibilities:** Transport staff and learners on school related outings as directed by the principal. Inspect vehicles. Run daily errands like deliveries as required by the school. To see to it that vehicles/buses are parked in the garages at the end of each day. Maintain and complete log –book/ sheets after each trip. Assist with maintenance and cleaning of vehicles and garages.

**POST 16**

: **HOUSEKEEPING SUPERVISOR**

**CENTRE**

: **East London** - Vukuhambe Special (Ref: 027)  
**Lady Frere** - Ntsokotha SSS (Ref: 028)  
**Maluti** - King Edward Public SS (Ref: 029)  
**Port Elizabeth** - Cape Receife Special School (Ref: 030)  
**Port Elizabeth** - Quest School (Ref: 031)  
**Sterkspruit** - Unie Primary School (Ref: 032)

**SALARY**

: R 87 330 – R 102 873

**REQUIREMENTS**

: **Key Competencies:** A minimum of Grade 10/Std 8. Good communication skills and Good Customer Care. Ability to learn. Willingness to work with and for disabled learners. An understanding of

Public Service Principles. Responsibilities: Has a responsibility to take care of learners after school and at night. Assist young learners with feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Supply and sort out clean linen and clothes to learners. Observe children all time and take care of them when sick. Marking of all children's clothes. Promote welfare of learners. Make sure that learners are on time for school and are in proper clean and ironed uniform. See to it that during meal time food is dished for learners. Escort learners to hospital/clinic and town. Keep registers and files for all learners under your care. Assist learners with mobility and orientation. Reception of parents and visitors to the hostel.

<b><u>POST 17</u></b>	:	<b><u>SENIOR FARM MANAGER</u></b>
<b><u>CENTRE</u></b>	:	Fort Beaufort – Phandulwazi High (Ref: 131)
<b><u>SALARY</u></b>	:	R 148 584 – R 175 023
<b><u>REQUIREMENTS</u></b>	:	<b>Key Competencies:</b> Agriculture diploma or degree in agriculture, conditions of service as laid down in the rules and regulations of the PAS document. <b>Responsibilities:</b> to manage 250 ha PAHS farm, to market agriculture produce. To communicate with HOD agriculture and MAC. To facilitate agricultural teaching. To contribute to maintenance of PAHS. Directly involved in daily farming activities with reference to research, planning, organizing, and taking charge, control and evaluation.