



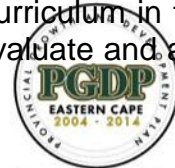
Province of the
EASTERN CAPE
EDUCATION

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 *

REPUBLIC OF SOUTH AFRICA * Tel: +27 40 608 4064/4548

- General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy
- Salary Scale CES: All Inclusive package of R757 431 – R1 117 366 pa.(Salary level 12)
- Salary Scale DCES: R422 409 – R827 187 pa.(Salary level 10)
- Salary Scale SES: R342 753 – R779 253 pa.(Salary level 9)

- POST** : **CHIEF EDUCATION SPECIALIST: PROFESSIONAL DEVELOPMENT (CURRICULUM MANAGEMENT- CURRICULUM ADVISORY (Ref EDU0100))**
- SALARY SCALE** : **All Inclusive package of R757 431 – R1 117 366 pa.(Salary level 12)**
- CENTRE** : **Head Office**
- REQUIREMENTS** : A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy
Key Competencies: The incumbent should have extensive knowledge of and insight into education policies and legislation for General Education and Training Band. A thorough understanding of background, principles and methodologies underpinning National Curriculum Statements (NCS) including Curriculum Assessment Policy Statement (CAPS). Sound knowledge of issues, challenges and initiatives, pertaining to the teaching and learning, and promotion and progression in South Africa is essential. An Understanding of transformational issues in education, Strategic Planning, Problem Solving, Project Management, Presentation/Facilitation and Report Writing Skills, Human Resource Management, Analysis of performance and interpretation of data. A researcher, supervisor with sound human relation and interpersonal skills. Ability to work under pressure both independently and in a team. Proven leadership, networking, consultation and advocacy skills. Management and control of allocated budget.
- DUTIES** : Manage all curriculum related programmes and activities in the Intermediate and Senior Phases, capable of strategic leadership in the education system. Strategic management of the Curriculum in terms of legislation and policy for the GET Band; Monitor, evaluate and appraise



the implementation of curriculum and assessment; Conceptualize, design and manage projects for the Phases including the Language Framework, Math's, Science and Technology Strategy, Management of School Based Assessment (SBA) and Subject Committees. Oversees and Monitors CAPS implementation in districts and schools. Leadership in Curriculum Planning according to Strategic Goals and National Mandates. Management of curriculum and administrative personnel at Provincial Office. Co-ordinates In-Service Training programmes for all subjects in the two (2) Phases. Facilitates the interpretation of existing and new curriculum policies. Budgets and exercises procurement and financial control measures over all activities within the Phases. Networking with other educational directorates, non-governmental organizations and relevant stakeholders. Review and analyse the impact of policies in the Province and provides feedback. Facilitates the development and implementation of Improvement Strategies.

POST : **CHIEF EDUCATION SPECIALIST INTERSECTORAL PROGRAMMES (HIV/AIDS AND SOCIAL PLANNING (Ref EDU0102))**

SALARY SCALE : **All Inclusive package of R757 431 – R1 117 366 pa. (Salary level 12)**

CENTRE : **Head Office**

DUTIES : A relevant diploma/degree to the post profile. Experience and knowledge in the compiling of the Conditional Grants and monthly reports. Extensive knowledge and experience in the field of HIV, STI and TB, and stakeholder involvement. Knowledge and experience of the Department of Education. Should be able to manage people and maintain good working relationships. Ability to interpret and apply key policies. People management and empowerment. Budget and financial management. Prepared to travel and work long hours.

DUTIES : Managing the section: Life Skills and staff in the section. Managing Trainings. Monthly and quarterly Conditional Grant reports. Management of payment of LSA's. Training and meeting with Districts. General management of CSTL/Stakeholder meetings. Management and support for Project Officers. Responsible for Business Plan. Responsible for psycho social support services. Administrative support.

POST : **CHIEF EDUCATION SPECIALIST: ASSESSMENT AND EXAMINATIONS**

CENTRE : **Head Office (RefEDU0103)**

SALARY SCALE : **All Inclusive package of R757 431 – R1 117 366 pa.**

SALARY LEVEL : **12**

REQUIREMENTS : A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy
Additional Requirements: Sound knowledge of provincial and national policies on the administration and management of assessment processes. Experience in development of training materials. Experience in project management. Good management and leadership skills. Excellent writing, communication, facilitation and presentation skills. Efficiency in report writing.

DUTIES : Manage, co –ordinate and monitor all internal Assessment activities within GET, FET and ABET. (School Based Assessment, District Coordination, Monitoring and Irregularities). Manage the coordination of all internal assessment activities across the districts such as registration of centres, subject changes, promotion schedules etc. Manage the design and co – ordination of all monitoring processes for the smooth running of all examinations. Manage the co - ordination and compliance to the assessment and examinations related policies, regulations and guidelines. Monitor the appointment and training of invigilators, monitors and examination officials in all matters pertaining to management of Assessment and Examinations. Monitor the administration of assessment and examinations processes.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: MARKING PROCESSES AND SCRIPT MANAGEMENT (ASSESSMENT AND EXAMINATIONS)**

CENTRE : **Head Office (Ref 0104) (2 Posts)**

SALARY SCALE : **R422 409 – R827 187 pa.**

SALARY LEVEL : **10**

REQUIREMENTS : A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy
Additional Requirements: Sound Knowledge of provincial and national policies on the administration and management of assessment processes. Experience in development of training materials. Experience in project management. Good management and leadership skills. Excellent communication, Facilitation and presentation skills.

DUTIES : To facilitate and supervise the Marking and Rechecking processes

for Grade 12 National Senior Certificate (NSC) and Senior Certificate (Amended). Facilitate and supervise the marking of Supplementary Grade 12 NSC examinations.

Facilitate and supervise the marking of November Grade 12 NSC and June SC (A) examinations.

Manage and put processes in place for the preparation of Marking Centres for Grade 12 NSC and SC (A). To be responsible for all submissions in connection with marking processes. To determine the selection and policies for the appointment of markers in Grade 12 NSC and SC (Amended). To take responsibility of all activities in the Marking Processes and at the Depot.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: LIFESKILLS (HIV/AIDS AND SOCIAL PLANNING)**

CENTRE : **Head Office (Ref EDU0105) (2 Posts)**

SALARY SCALE : **R422 409 – R827 187 pa.**

SALARY LEVEL : **10**

REQUIREMENTS : A relevant diploma/degree to the post profile. Experience and knowledge in the compiling of the Conditional Grants and monthly reports. Extensive knowledge and experience in the field of HIV, STI and TB, and stakeholder involvement. Knowledge and experience of the Department of Education. Should be able to manage people and maintain good working relationships. Prepared to travel and work long hours.

DUTIES : Consolidation of monthly reports Districts. Preparation of Annual Business Plan for Conditional Grant. Operational Plan for the Directorate. Weekly work plans for staff's-ordination of Training Schedules for Districts and Head Office. District Co-ordination. Liaison with other departments. Compiling of monthly and quarterly reports for the Directorate. Responsible for monitoring and evaluation of the Conditional Grant programmes. Site visits and support. Project Management skills and able to prepare and present presentations

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: SOCIAL PLANNING (HIV/AIDS AND SOCIAL PLANNING)(Ref EDU0106)**

CENTRE : **Head Office**

SALARY SCALE : **R422 409 – R827 187 pa. (Salary level 10)**

REQUIREMENTS : A relevant diploma/degree to the post profile. Experience and knowledge in the compiling of the Conditional Grants and monthly reports. Extensive knowledge and experience in the field of HIV, STI and TB. Knowledge and experience of the key social drivers in the

province impacting on learner retention and performance. One of the key requirements is to ensure stakeholder involvement and participation in programmes. Knowledge and experience of the Department of Education. Should be able to manage people and maintain good working relationships. Prepared to travel and work long hours.

DUTIES : Consolidation of monthly reports from Districts. Operational Plan for the Directorate. Weekly work plans for staff's-ordination of Training Schedules for Districts and Head Office. District co-ordination. Liaison with other departments. Compiling of monthly and quarterly reports for the Directorate. Responsible for monitoring and evaluation of the conditional grant programmes. Site visits and support. Project management skills and able to prepare and present presentations. Stakeholder liaison.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: PHYSICAL SCIENCES**

CENTRE : **Head Office (RefEDU0107)**

SALARY SCALE : **R422 409 – R827 187 pa. (Salary level 10)**

REQUIREMENTS : A recognised four year qualification (REQV 14) which must include appropriate training as an educator. Seven years teaching experience. A valid driving license. Registration with SACE.
Additional Requirements: Sound knowledge and understanding of the NQF, CAPS and the NCS in FET. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames. Computer literacy (Ms Office Suite and Ms Outlook).

DUTIES : Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the FET Band (Grades 10-12). Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects utilisation of extra LTSM. Ensure effective planning, implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc, to ensure effective planning, decision-making, monitoring and implementation of CAPS.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: MATHEMATICS & MATHEMATICAL LITERACY**

CENTRE : **HEAD OFFICE (Ref EDU0108)**

SALARY SCALE : **R422 409 – R827 187 pa. (Salary level 10)**

REQUIREMENTS : A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy
Additional Requirements: Sound knowledge and understanding of the NQF, CAPS and the NCS in FET. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES : Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the FET Band (Grades 10-12). Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects utilisation of extra LTSM. Ensure effective planning, implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc, to ensure effective planning, decision-making, monitoring and implementation of CAPS.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST- PSYCHOSOCIAL SUPPORT CHIEF OCCUPATIONAL THERAPIST (OSD POST) INCLUSIVE EDUCATION (Ref EDU0109)**

CENTRE : **Head Office**

SALARY SCALE : **R422 409 – R827 187 pa.**

SALARY LEVEL : **10**

REQUIREMENTS : A BSc Degree in Occupational Therapy or equivalent. Registration with

Health Professions Council of South Africa (HPCSA). A minimum of nine (9) years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) as an Occupational Therapist.

DUTIES : Planning and Coordination of Occupational Therapy services in public ordinary. Full Service Schools and Special Schools. Coordinate planning for the assessment of learners' functional physical development level, identification of architectural barriers and provide recommendations for accessibility, programme development and placement of learners. Coordinate the development of care packages/ intervention strategies for cases referred to the OT services and presenting difficulties with development in some or all of the areas of self help skills, motor coordination and sensory processing affecting the participation of learners and occupational performance in class based and school based settings. Coordinate professional development programmes for Occupational Therapists based in Education Districts, Circuits and Special Schools.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST-PSYCHOSOCIAL SUPPORT CHIEF OCCUPATIONAL THERAPIST (OSD POST) (INCLUSIVE EDUCATION (RefEDU0110)**

CENTRE : **Head Office**

SALARY SCALE : **R422 409 – R827 187 pa.**

SALARY LEVEL : **10**

REQUIREMENTS : MA in Educational Psychology or equivalent. Registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (preferable. Educational Psychologist).Registration with the South African Council of Educators (SACE). Nine years relevant experience after registration with Health Professional Council of South Africa (HPCSA).

DUTIES : Coordinate the rollout of the recently promulgated policy for Screening, Identification, Assessment and Support in public ordinary, Full Service Schools and Special Schools. Coordinate the Provincial Coordinating Committee for Inclusive Education and guide development of appropriate support programmes and interventions and placement of learners. Coordinate participation of Inclusive Education Specialists in the provincial committee for Accommodations and Concessions in Assessment. Coordinate professional development of Psychologists and other Psycho-social support specialists within the District Based Support Team.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: GRIEVANCE AND DISPUTES (Ref: EDU0111)**

- CENTRE** : **Head Office**
- SALARY SCALE** : **R422 409 – R827 187 pa. (Salary level 10)**
- REQUIREMENTS** : A recognized four year qualification (REQV 14) which must include appropriate training as an educator. Labour Law or equivalent qualification. Seven years teaching experience. A valid driving license. Registration with SACE.
 Knowledge: Constitution of the RSA. Labour Relations Act. Basic Conditions of Employment Act. Employment of Educators Act. PAM Document. South African Schools Act. Employment of Equity Act. Public Service Regulations. Interpretation of legislation/policies. Policy/guidelines formulation. Public Finance Management Act. Grievance and dispute resolution procedures for employees. Skills Development Act.
- DUTIES** : Process all grievances and complaints received from educators in the Department. Process and finalizing all disputes of educators in the Department. Co-ordinate and provide support in terms of representing Department in all disputes. Manage the information and records of all activities in the Employment Relations. Provide specialist Labour Relations expertise and skills. Ensure procedural and substantive compliance in the management of grievance processes. Accurately update grievances and dispute processes on the case management system. Competently represent the department at external dispute resolution forums involving designated high profile and complex matters.
- POST** : **SENIOR EDUCATION SPECIALIST- INTERNAL ASSESSMENT MANAGEMENT GET AND FET/ABET BANDS) ASSESSMENT AND EXAMINATIONS-MONITORING AND IRREGULARITIES, DISTRICT COORDINATION AND SBA. (ASSESSMENT AND EDUCATION (Ref EDU0112)**
- CENTRE** : **Head Office**
- SALARY SCALE** : **R342 753 – R779 253 pa. (Salary level 9)**
- REQUIREMENTS** : A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy
Additional Requirements: Leadership and management skills. Excellent writing and communication skills. Efficiency in report-writing is highly recommended. Ability to organize and manage projects. Strategic planning, budgeting and problem-solving skills. Sound Human Relations and Interpersonal skills. Problem-solving and analysis skills. Good interpersonal relations. Capacity to work productively under pressure. Facilitation and training skills. Investigation skills.

- DUTIES** : Manage, co-ordinate and monitor all internal Assessment activities within GET, FET and ABET. Coordinate and manage the invigilation process in 23 districts. Design and coordinate all monitoring processes for the smooth running of all examinations. Co-ordinate and monitor compliance to the assessment and examinations related policies, regulations and guidelines. Monitor the appointment and training of invigilators, monitors and examination officials in all matters pertaining to management of Assessment and Examinations. Monitor the administration of assessment and examinations processes. Coordination of examination processes and SBA verification.
- POST** : **SENIOR EDUCATION SPECIALIST- INSTRUMENT DEVELOPMENT AND MODERATION EDITOR (ASSESSMENT AND EXAMINATIONS (Ref EDU0113))**
- CENTRE** : **Head Office (3 Posts)**
- SALARY SCALE** : **R342 753 – R779 253 pa. (Salary level 9)**
- REQUIREMENTS** : A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy
Additional Requirements: Knowledge of the following prescripts: *Public Finance Management Act no 1 of 1999, The Transformation of the Public Service Public Service Act and the Employment of Educators Act No. 75 of 1997 and sound knowledge of the South African Schools' Act. Sound knowledge of project management and report writing form part of the required expertise for the successful incumbent. Solid computer literacy in MS Word, Excel, Access, PowerPoint and Publisher, ability to make coherent presentations to stakeholders as well as excellent communication, interpersonal, organisational and research skills.
Attributes: Honesty and trustworthiness will also be essential attributes for the successful incumbent. The applicant must have an above average proficiency in English and Afrikaans. Any previous experience regarding editing and/or the development of assessment instruments and accreditation as an editor or translator will be an added advantage.
- DUTIES** : To perform the editing, proof reading and quality assurance of assessment instruments. To perform correlation on bilingual papers. To assist with the development of LSEN papers. Performing the monitoring of examination readiness of service providers and districts regarding examination readiness. Attend to queries regarding assessment instruments.

POST : **PROJECT OFFICERS (ONE YEAR RENEWABLE CONTRACT) HIV & AIDS AND SOCIAL PLANNING**

SALARY LEVEL : **9**

SALARY SCALE : **R289 761 plus 37%**

CENTRE : **Head Office (Ref EDU0114) (2 Posts)**

REQUIREMENTS : Appropriate bachelor degree/diploma in Social Science or any other relevant qualification with a strong emphasis on communication and facilitation skills. Fluency in English and any other official language will be to the benefit of the candidate. Proven ability to conceptualize, develop, plan and manage programmes, as well as to impart knowledge. Good analytical, negotiation, communication and advocacy skills. Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside schools and education districts. Computer skills, including internet navigation and various office applications.

DUTIES : The project officers HIV/AIDS will be responsible to provide technical and operational support to the planning, programming and monitoring of implementation of the Care and Support for Teaching and Learning (CSTL) programme. Participate in the development of HIV/AIDS strategies, methodologies and identification of new approaches for improving programme delivery, with emphasis on advocacy, school community participation and social mobilization. Plan, organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV/AIDS services for learners and educators. Undertake field visits, and surveys in order to monitor and evaluate programme implementation. Identify problem, purpose remedial action. Identify alternative courses of action to systems, and in the development of communication materials and strategies to support advocacy and community participation. Participate in the preparation of all programme reports for management, donors, programme analysis and annual reports.

NOTE : **Candidates will be required to undergo reference checking**
Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

INSTRUCTION TO CANDIDATES

NOTE : Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. Only shortlisted candidates will be contacted. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply.

Please note that communication will be limited to the short-listed candidates only.

NB : All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of Chief Director: Human Resource Management and Development, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605.

ENQUIRIES : **Mrs. NT Sipahlanga / Mr. MM Lokwe (040-6084064/4513), and to the relevant District Office in respect of posts at districts. A list with addresses of District Offices is attached.**

CLOSING DATE : **14 OCTOBER 2016**