

DEPARTMENT OF EDUCATION
INTERNAL ADVERT 09/2019

Date of issue: 21 October 2019
Closing Date: 04 November 2019

This advert is only applicable for current employees within the Department of Education

ASSISTANT DIRECTOR: PAYROLL MANAGEMENT

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 01/10/19

REQUIREMENTS: NQF level 7 Qualification in Financial Management as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' experience of which 3 years be at a supervisory level in the field of Finance. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. In-depth understanding of legislative framework that governs the Public Service, Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS)

KPA'S: Execution of processes for the compensation of employees - process the interface of the payroll system into the accounting system, Administer the processing of compensation of employee costs outside the payroll system; and process valid, authorized and correctly recorded variable (i.e. claim based) payroll transactions on the payroll system, Recording and removing of employees from the payroll system. Verify payroll sheets certification processes by relevant managers. Quality assure all payroll related reconciliations, including monthly variance analysis and validation. Provide support in drafting all Salaries related circulars. Administer the compensation administration for Head Office employees. Supervise the Claim based payroll transactions on the payroll system for Head Office Employees. **Supervise the development of departmental payroll governance policy frameworks-** Supervise the development of departmental payroll management system, norms and standards. Provide support in the monitoring of implementation of departmental payroll management systems. Supervise the monitoring on clearance of suspense accounts transactions. **Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives** -Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: SPECIAL PROGRAMME AND CHILD DESK AFFAIRS

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 02/10/19

REQUIREMENTS: NQF level 7 Qualification in Public Management or equivalent as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Public Management with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' relevant experience of which 3 years be at a supervisory level. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. In-depth understanding of legislative framework that governs the Public Service, Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS)

KPA'S: Execution of processes for the compensation of employees - process the interface of the payroll system into the accounting system, Administer the processing of compensation of employee costs outside the payroll system; and process valid, authorized and correctly recorded variable (i.e. claim based) payroll transactions on the payroll system, Recording and removing of employees from the payroll system. Verify payroll sheets certification processes by relevant managers. Quality assure all payroll related reconciliations, including monthly variance analysis and validation. Provide support in drafting all Salaries related circulars. Administer the compensation administration for Head Office employees. Supervise the Claim based payroll transactions on the payroll system for Head Office Employees. **Supervise the development of departmental payroll governance policy frameworks-** Supervise the development of departmental payroll management system, norms and standards. Provide support in the monitoring of implementation of departmental payroll management systems. Supervise the monitoring on clearance of suspense accounts transactions. **Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives** -Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: BOOKKEEPING

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 03/10/19

REQUIREMENTS: NQF level 7 Qualification in Financial Management/ Cost and Management Accounting/Accounting Management and Financial Information System or equivalent as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' experience of which 3 years be at a supervisory level in the field of Finance. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA). Must have extensive experience operating transversal financial systems (BAS and LOGIS). Proven planning and organizing, communication, interpersonal, conflict resolution, supervisory and analytical skills; Must be computer literate and be able to work well individually and in a team as well as under extreme pressure. Must be able to maintain good intergovernmental relations and work effectively with stakeholders.

KPA'S: Manage and ensure clearance of salary related suspense accounts for the Department in accordance with PFMA. Supervise and keep these account to the bear minimum. Provide support to our districts to maintain suspense accounts at an acceptable level in terms of governmental prescripts. Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Ensure high standard maintenance by producing excellent work in terms of quality and set timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential and seek training and development opportunities for them. Timeous submission of work plans and timely assessment of performance. Safekeeping of government assets at all times.

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: HRD

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Amathole West Ref No: HR 04/10/19

REQUIREMENTS: NQF level 7 Qualification in Personnel/ Human Resource Management/ Public Management as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Human Resource Management/ Public Management with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' relevant experience of which 3 years be at a supervisory level. Clear understanding of the legislative framework that governs the Public Service. Experience in project and financial management is advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required. Must be prepared to travel and work in a team. A valid Code 8 driver's license. The incumbent should have project management, coordination, facilitation,

conceptual, analytical and research skills.

KPA'S: Administer the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes. Administer the implementation of the educator skills Development plan. Administer the implementation of Public Service Act (PSA) Skills Development plan. To coordinate the implementation of district bursary learnership and internship programme. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: RISK MANAGEMENT & SECURITY MANAGEMENT

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 05/10/19

REQUIREMENTS: NQF level 7 Qualification in Risk Management / Security Management or equivalent as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Risk Management/ Security Management with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' relevant experience of which 3 years be at a supervisory level. Clear understanding of the legislative framework that governs the Public Service. Experience in project and financial management is advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required. Must be prepared to travel and work in a team. A valid Code 8 driver's license. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills.

KPA'S: To supervise and implement the risk management framework in the organization: (a) Participate in the development of the risk management framework, (b) Implement the risk management plan, (c) Support the establishment of the risk management philosophy and, culture in the organisation

(i) Advocate and promote risk management in the organization, (awareness activities), (ii) Risk maturity – data gathering and quality review, (iii) Capacity building (training and development), (iv) Develop and maintain stakeholder and client relationships, (d) Continuous monitoring the risk environment., (i) Collect statistical information on indicators of risks, (ii) Detect changes in the risk environment (internal and external context). (e) Supervise the capturing of data and maintenance of databases on risk management information Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. 3. Supervise, facilitate and advice on the risk management assessment process. (a) Facilitate the identification of risks (b) Analysis of risks (c) Risk evaluation (d) Risk response (e) Compile risk profile (ensure and maintain risk register) (f) Compile reports as required 4. Monitor and review the identified risk response activities. (a) Monitoring the implementation of the progress of activities to address risks as agreed on (b) Revising risk response activities 5. Supervise employees to ensure an effective risk management service. This would, inter alia, entail the following. (a) General supervision of employees. (b) Allocate duties and perform quality control on the work delivered by supervisees. (c) Advise and lead supervisees with regard to all aspects of the work. (d) Manage performance, conduct and discipline of supervisees. (e) Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: FINANCIAL PLANNING SERVICES

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 06/10/19

REQUIREMENTS: NQF level 7 Qualification in Financial Management/ Cost and Management Accounting/Accounting Management and Financial Information System or equivalent as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Public Finance Management/Cost and Management Accounting/Accounting Management/ Auditing and Financial Information System with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' relevant experience of which 3 years be at a supervisory level in the field of Finance. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA).

KPA'S: To manage and provide financial administration and accounting service. Quality assurance and internal control on payments within 30 days. Quality assurance and internal control on payments to identify, record and process irregular and fruitless and wasteful expenditure. Co-ordinate and populate the three (03) Interim and Annual financial statements for submission to National Treasury and The Auditor-General. Oversee the

administration of the Department Landline Telephone Account. Oversee the administration and updating of the consultants/contractors and SITA database. Oversee the administration of the Debt Management Suspense Account. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: HR PRACTICES & ADMINISTRATION

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Chris Hani East Ref No: HR 07/10/19

REQUIREMENTS: NQF level 7 Qualification in Personnel/ Human Resource Management/ Public Management as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Human Resource Management/ Public Management with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' relevant experience of which 3 years be at a supervisory level. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required. Must be prepared to travel and work in a team. A valid Code 8 driver's license. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills

KPA's: Administer Recruitment and Selection process. Render human resource conditions of services for District officials. Provide support in the development of Human Resource Plan in the district office. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 08/10/19

REQUIREMENTS: NQF level 7 Qualification in Industrial Psychology/ Production or Operations Management/ Personnel/ Human Resource Management as recognized by SAQA with 3 years relevant experience or NQF Level 6 qualification as recognized by SAQA in Industrial Psychology / Management Services/ Production Management / Operations Management / Industrial Engineering / Human Resource Management / Public Management / Public Administration / Work Study with 5 years' relevant experience or Grade 12 Certificate with 10 years' relevant experience. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. Proven Proficiency in the MS Office Package (Word, PowerPoint and Excel). Competencies: Excellent writing skills and grounded knowledge of PERSAL system.

KPA'S: Provide technical support in the development and maintenance of DOE's Organisational Structure and the documentation for the Department. Conduct OD investigations, Develop Service Delivery Model, Facilitate the development of organisational structure, Provide support in liaison with the National Department on the development of organisational structure. Conduct Job Design inclusive of Job Evaluation. Conduct work-study inclusive of volumetric exercise, Benchmarking, development of Job Profiles. Facilitate the development of Business Processes & Standard Operational Procedures for the Department, conduct institutional related research, Conduct Business process mapping, maintain central repository for documented processes. Provide support in the implementation of Change Management interventions. Provide support in the facilitation of group interventions on Change management, Facilitate the development of Service Delivery Improvement Plans & Service Charters.

Provide support in the implementation of Batho Pele Principles. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR: FINANCIAL CONTROL

Salary Notch: R376 596 Per Annum (Level 9)
Centre: Amathole East Ref No: HR 09/10/19

REQUIREMENTS: NQF level 7 Qualification in Financial Management/ Cost and Management Accounting/Accounting Management and Financial Information System or equivalent as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Public Finance Management/Cost and Management Accounting/Accounting Management/ Auditing and Financial Information System with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' experience of which 3 years be at a supervisory level in the field of Finance. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA).

KPA'S: Manage accounts receivable and revenue collection. Manage payments – supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise steps to recover debts money. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

NB: Preference will be given to woman and people with disability

ASSISTANT DIRECTOR – ASSET MANAGEMENT & LOGISTICAL SERVICE

Salary Notch: R334 545 per annum (Salary Level 9)
Centre: Amathole East Ref No: HR 10/10/19

REQUIREMENTS: NQF level 7 Qualification in Supply Chain and financial Management or equivalent as recognized by SAQA with 3 years relevant Experience at Supervisory Level or NQF Level 6 qualification as recognized by SAQA in Supply Chain Management/ Financial Management/Commerce with Accounting with 5 years' relevant experience of which 3 years of that be at Supervisory Level or Grade 12 Certificate with 10 years' relevant experience of which 3 years be at a supervisory level. A post degree qualification on the above will be an added advantage. Conversant with Legislative frameworks and tools governing SCM in Public Service. A valid Code 8 driver's license. Proven Computer Literacy. Clear understanding of Government Legislation. Good communication skills written and verbal skills) and a good command of English language. Must be computer literate in MS Office, LOGIS, BAS and asset management information system. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations. Knowledge: Compensation Fund business strategies and goals, Customer Service (Batho Pele Principles), Technical knowledge Legislative Requirement: COIDA, Preferential Procurement Policy Framework Act (PPFA), PFMA and National Treasury Regulations, Public Service Act, Occupational Health and Safety Act (OHS), Generally Recognized Accounting Practice (GRAP) Skills: Required Technical proficiency, Report Writing skills, IT Operating systems, Decision making, Budgeting and Financial Management, Communication and Information Management, Customer focus and Responsiveness, People and Performance Management, Risk management and Fund Governance, Analytical skills

KPA'S: Provision of Logistic and Stores Management Services; Implement integrated strategy, policies and procedure for logistics and inventory management. Provide district inventory and stores management services. Provide Moveable and Immovable Asset Management and Disposal Services; Maintain asset and disposal management policies, procedures and delegations. Plan and manage the acquisition and optimal utilization of movable assets and leasing thereof. Manage, develop, maintain and reconcile the district movable asset register including internal transfers. Establish loss and damage prevention and other control strategies. Provide disposal management services. Provide District Fleet Management Services; Manage, develop and maintain the departmental fleet management policy, procedures as per delegations. Manage, coordinate and administer the provisioning of fleet management. Monitor and evaluate and report on the utilization of the departmental fleet. Manage the Resources of the Sub-Directorate in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Management, maintenance and safekeeping of assets.

NB: Preference will be given to woman and people with disability

LABOUR RELATIONS OFFICER

Salary Notch: R 257,508 per annum (Salary Level 7)
Centre: Chris Hani East – HR Labour Relations Unit Ref No: HR 11/10/19
Centre: Chris Hani West – HR Labour Relations Unit Ref No: HR 12/10/19
Centre: OR Tambo Inland Ref No: HR 13/10/19 (3 posts)
Centre: Alfred Nzo West – HR Labour Relations Unit Ref No: HR 14/07/19
Centre: Alfred Nzo East – HR Labour Relations Unit Ref No: HR 15/07/19
Centre: Amathole East – HR Labour Relations Unit Ref No: HR 16/07/19
Centre: Nelson Mandela Bay – HR Labour Relations Unit Ref No: HR 17/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Employee/ Labour Relations Field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge of standards, practices, processes and procedures related to Labour Relations. Collective Bargaining structures and processes. Knowledge of Labour Relations Act, Public Services Act, Public Services Regulations Act, Educators Act, PAM, Constitution of the RSA, Basic Conditions of Employment, Collective agreements and Codes of Remuneration. Good communication skills. Innovative, Creative Resourceful. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated. A valid code EB driver's license will be an added advantage.

KPA's: Provide administration assistance on all Labour Relations matters. Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes resolutions, etc. Give expert advice on labour related matters. Conduct investigation on grievances, alleged misconduct and disciplinary process. Write reports on findings and prepare responses to aggrieved employees. Facilitate and represent the Department on Disciplinary hearing processes, CCMA and the Bargaining council. Maintenance of labour related information management system. Update grievances, disputes and misconduct cases on data base and register them on PERSAL. Conduct awareness campaigns on labour related matters. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

STATE ACCOUNTANT: BUDGET PLANNING AND REVENUE ADMINISTRATION

Notch: R 257,508 per annum (Salary Level 7)
Centre: Chris Hani West Ref No: HR 18/10/19
Centre: OR Tambo Inland Ref No: HR 19/10/19
Centre: Chris Hani East Ref No: HR 20/10/19 (2 posts)

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in Budget Planning. Any qualification above Grade 12 Certificate that is recognized by SAQA will be considered as added advantage. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes of the EU and / or other donors. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS and PERSAL.

KPA's: Attend to S & T claims. Attend to invoices for the payment of other claims. Participate in budgeting process and assist in the compilation consolidation and analysis of monthly, quarterly and annual expenditure reports within the office against the approved budget. Attend to provisioning and procurement matters in the office which has financial implications. Monitor the bar-coded assets and update assets register. Initiate and place accounting transactions on record. Produce financial reports, assist in the monthly updating of database of the office on financial information and adhere to prescriptions of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures. Advise staff on correct utilization of financial or budgetary procedures. Attend to invoices for the payment of other claims. Monitor the bar coded assets and update assets register.

STATE ACCOUNTANT: SALARY ADMINISTRATION

Notch: R 257,508 per annum (Salary Level 7)
Centre: Alfred Nzo West Ref No: HR 21/10/19
Centre: Amathole East Ref No: HR 22/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Financial Management Field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes of the EU and / or other donors. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS and PERSAL.

KPA's: Reconcile documents with transactions, administrate, safeguard and file documents. Identification of discrepancies between supporting documents filed and transactions processed through the accounting system;

Resolve straightforward discrepancies between supporting documents and transactions recorded; Review the filing, storing, retrieving activities to safeguard source and face value documents; Review supporting documents and confirm the adequate maintenance of all relevant master-file information; Review the adequate maintenance of statutory registers. Administration of financial accounts. Compile adjusting journal entries or review journal entries captured on the system for relevance, accuracy and validity; Review and reconcile: Items recorded on the general and subsidiary ledger; Bank statements and bank balance recorded in the system; Information captured on PERSAL; Donor funded expenditure to balance remaining. Capture inter-departmental payments and collections and review supporting documents; Scrutinise supporting documents for expenditure items to identify potential unauthorised, wasteful and irregular expenditure and recommend in a timely manner and propose preventative actions; Record unauthorised, wasteful and irregular expenditure, losses and damages and provide reports on them in a timely and accurate manner; Maintain debtor's accounts by: Reviewing accurate capturing of debt take-on and write-off; Reviewing supporting documents and following-up on long outstanding claims; Compiling monthly debtors' statements, age analysis; and Identifying debts to be written off. Review information in respect of departmental liabilities and record entries on the accounting system; Implement upgrades for the financial system. Payments for goods and services. Supervise the verification of the accuracy and timeliness of payments recorded on PERSAL by confirming amounts to source documents; Supervise and verify that expenditure is in line with budget and item provisioning; Supervise the correct capturing of banking details on the accounting system; Review creditors' reconciliations and ensure that main service providers are paid timely and correctly; Supervise and safeguard source documents and face value forms. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

STATE ACCOUNTANT: DEBT AND LIABILITY MANAGEMENT

Notch: R 257,508 per annum (Salary Level 7)

Centre: Alfred Nzo West Ref No: HR 23/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Financial Management Field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of financial and administrative processes of the EU and / or other donors. Knowledge of Public Sector finance and budgeting processes, accounting practices and financial legislation. Knowledge of BAS and PERSAL.

KPA's: Attend to S & T claims. Attend to invoices for the payment of other claims. Participate in budgeting process and assist in the compilation consolidation and analysis of monthly, quarterly and annual expenditure reports within the office against the approved budget. Attend to provisioning and procurement matters in the office which has financial implications. Monitor the bar-coded assets and update assets register. Initiate and place accounting transactions on record. Produce financial reports, assist in the monthly updating of database of the office on financial information and adhere to prescriptions of the Public Finance Management Act and Treasury Regulations as well as departmental financial policies and procedures. Advise staff on correct utilization of financial or budgetary procedures. Attend to invoices for the payment of other claims. Monitor the bar-coded assets and update assets register. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMINISTRATIVE OFFICER: ESSS

Notch: R 257,508 per annum (Salary Level 7)

Centre: Buffalo City Metro Ref No: HR 24/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain

quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component : Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMIN OFFICER - HRD

Notch: R 257,508 per annum (Salary Level 7)

Centre: Chris Hani West Ref No: HR 25/10/19

Centre: Amathole East Ref No: HR 26/10/19

Centre: Sarah Baartman Ref No: HR 27/10/19

Centre: Alfred Nzo East Ref No: HR 28/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Human Resource Management/ Development Field. Any qualification above Grade 12 Certificate will be considered as added advantage. A Valid CODE 08 Driver's license. Knowledge of standards, practices, processes and procedures related to HRD, Public Services Act, Public Services Regulations Act, Constitution of the RSA, Basic Conditions of Employment, Collective agreements, Codes of Remuneration and the Public Finance Management Act. • Good communication skills • Innovative • Creative Resourceful • Ability to work under stressful situations. • Ability to communicate at all levels. • People Orientated

KPA's: Interpret HRD and Training policies and prescribe and monitor its implementation. Administer and maintain a database to generate monthly reports for all training interventions. Render a service to SDC. Consult and advise line managers on all HRD and Training policies, procedures and interventions. Assist with the process of obtaining and collating training needs. Develop, implement and evaluate the workplace skills plan and coordinate induction training. Ensure that administration pertaining to training intervention is up-to-date, accurate and thorough. Administer the process regarding the identification and nomination of candidates/participants pertaining to training. Compilation of training reports. Ensuring that all reports are aligned with SETA requirements. Assist with the monitoring and administration of the Staff performance management systems at district including schools. Render support in Employee Assistance Program (EAP) Perform supervisory functions. Supervise staff within span of control. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMINISTRATIVE OFFICER: IQMS IMPLEMENTATION

Notch: R 257,508 per annum (Salary Level 7)

Centre: Amathole East Ref No: HR 29/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Human Resource Management/ Development Field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component : Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and

submit to manager for approval Handle telephone accounts and petty cash for the component. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMINISTRATIVE OFFICER - COMMUNITY LIAISON AND CUSTOMER CARE

Notch: R 257,508 per annum (Salary Level 7)

Centre: Buffalo City Metro Ref No: HR 30/10/19

Centre: OR Tambo Inland Ref No: HR 31/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component : Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMINISTRATIVE OFFICER: SPECIAL PROGRAMMES & CHILD DESK AFFAIRS

Notch: R 257,508 per annum (Salary Level 7)

Centre: Alfred Nzo West Ref No: HR 32/10/19

Centre: Head Office: Zwelitsha Ref No: HR 33/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component : Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMINISTRATIVE OFFICER: AUXILIARY SERVICES

Notch: R 257,508 per annum (Salary Level 7)

Centre: Buffalo City Metro Ref No: HR 34/10/19

Centre: Amathole East Ref No: HR 35/10/19

Centre: Head Office: Zwelitsha Ref No: HR 36/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Administration Field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component: Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component : Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

REGISTRY CLERK (SUPERVISOR): AUXILIARY SERVICES

Notch: R 257,508 per annum (Salary Level 7)

Centre: Nelson Mandela Bay Ref No: DOE 37/10/2017

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Auxiliary Services Field. Any qualification above Grade 12 Certificate will be considered as added advantage. In depth knowledge of the National Archives and Records Services Act and MISS. Ability to work independently and under pressure as well as writing reports. Knowledge of the records management policy, procedures and manuals. Knowledge of other legislative framework governing records management will serve as an advantage, e.g. the Promotion of Access to Information Act. Knowledge of Persal.

KPA'S: Responsible for the safekeeping of current, closed and terminated departmental records. Filing and retrieval of departmental records as per the National Archives Act and other prescripts. Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts. Develop and manage all registers utilized by Registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and internal and external clients. Implementation of records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing. Recommendation for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Supervise and render effective filing and record management service. Ensuring provision of messenger services to the regional office. Compile management reports with regard to records management. Ensuring proper use of the franking machine. Management of messenger services to the regional office. Monitoring of records to ensure alignment with other regions including head office in order to maintain uniformity of records keeping within the department. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMIN OFFICER – IDS&G

Notch: R 257,508 per annum (Salary Level 7)

Centre: OR Tambo Coastal Ref No: HR 39/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel. A valid code EB driver's license will be and added advantage.

KPA's: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required. Supervise staff within span of control. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMIN OFFICER – INSTITUTIONAL MANAGEMENT SUPPORT & GOVERNANCE

Notch: R 257,508 per annum (Salary Level 7)

Centre: Sarah Baartman Ref No: HR 40/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel. A valid code EB driver's license will be and added advantage.

KPA's: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMIN OFFICER – EXAM & ASSESSMENT: CERTIFICATION & RECORDS MANAGEMENT

Notch: R 257,508 per annum (Salary Level 7)

Centre: Head Office Ref No: HR 41/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel. A valid code EB driver's license will be and added advantage.

KPA's: Manage and monitor the processing of application for combination, duplicate and re-issue certificates. Initiate requests for Historical Records. Capturing and processing of Historical Records. Verification and validation of Certificates. Serving as expert witness in court cases when required. Supervise the distribution of certification related examination material to districts. Supervise and coordinate the handling of customer certification enquiries and queries. Training and support provincial head office and district staff on certification related programmes and developments. Monitor access of users to the certification system and track monthly individual activity sheets under the control of the Assistant Director Certification. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMIN OFFICER – SCHOOL NUTRITION

Notch: R 257,508 per annum (Salary Level 7)
Centre: Amathole West Ref No: HR 42/10/19
Centre: Nelson Mandela Bay Ref No: HR 43/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel. A valid code EB driver's license will be and added advantage.

KPA's: Manage and monitor the processing of application for combination, duplicate and re-issue certificates. Initiate requests for Historical Records. Capturing and processing of Historical Records. Verification and validation of Certificates. Serving as expert witness in court cases when required. Supervise the distribution of certification related examination material to districts. Supervise and coordinate the handling of customer certification enquiries and queries. Training and support provincial head office and district staff on certification related programmes and developments. Monitor access of users to the certification system and track monthly individual activity sheets under the control of the Assistant Director Certification. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

ADMIN OFFICER – CURRICULUM ADMIN SUPPORT-FET

Notch: R 257,508 per annum (Salary Level 7)
Centre: Head Office Ref No: HR 44/10/19 (2 posts)

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel. A valid code EB driver's license will be and added advantage.

KPA's: Manage and monitor the processing of application for combination, duplicate and re-issue certificates. Initiate requests for Historical Records. Capturing and processing of Historical Records. Verification and validation of Certificates. Serving as expert witness in court cases when required. Supervise the distribution of certification related examination material to districts. Supervise and coordinate the handling of customer certification enquiries and queries. Training and support provincial head office and district staff on certification related programmes and developments. Monitor access of users to the certification system and track monthly individual activity sheets under the control of the Assistant Director Certification. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

PERSONAL ASSISTANT: SUPPORT TO DIRECTOR GENERAL & TRANSFER PAYMENTS

Notch: R 257,508 per annum (Salary Level 7)
Centre: Head Office Ref No: HR 45/10/19

REQUIREMENTS: An NQF 6 Secretarial Diploma or equivalent ~~Public Management/Administration~~ with minimum three years' relevant experience or Matric with 8 years' experience in the relevant field. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required. Supervise staff within span of control.

PERSONAL ASSISTANT: SUPPORT TO DIRECTOR EDUCATION POLICY

Notch: R 257,508 per annum (Salary Level 7)
Centre: Head Office Ref No: HR 46/10/19

REQUIREMENTS: An NQF 6 Secretarial Diploma or equivalent with minimum three years relevant experience or Matric with 8 years' experience in the relevant field. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required. Supervise staff within span of control.

(Re-advertisement)

PERSONAL ASSISTANT: SUPPORT TO DDG: IOM

Notch: R 257,508 per annum (Salary Level 7)
Centre: Head Office Ref No: HR 47/10/19

REQUIREMENTS: An NQF 6 Secretarial Diploma or equivalent with minimum three years' relevant experience or Matric with 8 years' experience in the relevant field. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

KPA's: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required. Supervise staff within span of control.

PROVISIONING ADMINISTRATIVE OFFICER (2 posts)

Notch: R 257,508 per annum (Salary Level 7)
Centre: Alfred Nzo East Ref No: HR 48/10/19
Centre: Joe Gqabi –Ref No: HR 49/10/19
Centre: Nelson Mandela Bay Ref No: HR 50/10/19
Centre: Chris Hani East Ref No: HR 51/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in administration field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge Human Resource and personnel management prescripts and procedures. Computer Literacy. Practical working knowledge of Persal. A good knowledge and understanding of legal framework governing Human Resources. A Valid CODE 08 Driver's license and willingness to travel is essential. Knowledge of clerical KPA's: practices as well as the ability to capture data, operate computer and collecting statistics. Skills: Computer, Planning and organization, Language, Good verbal and written communication skills

KPA's: Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical Supervise and undertake logistical support services Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure

that goods are captured in registers and databases. Receive request for goods from end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

RISK MANAGEMENT OFFICER: INSTITUTIONAL AUDIT SERVICES

Notch: R 257,508 per annum (Salary Level 7)

Centre: Head Office Ref No: HR 52/10/19

REQUIREMENTS: NQF level 7 Qualification in Risk Management / Internal Audit or equivalent as recognized by SAQA with no Experience or NQF Level 6 qualification as recognized by SAQA in Human Resource Management/ Public Management with 3 years' relevant experience or Grade 12 Certificate with 10 years' relevant experience. Intimate knowledge of: the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements, Public sector management reporting requirements, Diversity Management, Basic knowledge of corporate services functions. Regular travelling required. Must have code 08 driver's license.

KPA's: Provide technical support with the development and maintenance of DOE's Risk Management Governance Structure, framework, policies and instruments: Provide technical input with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Provide support in the review, design, develop and implement risk management policies, strategies and processes. Provide support in developing processes to monitor and review the effectiveness of DOE's risk management framework and recommend corrective action. Assist with the development of risk management competence and maturity in DOE. Develop and maintain stakeholder relations and collaborative partnerships. Facilitate the implement of DOE's enterprise-wide risk management framework. Provide technical input with the development of and implement DOE's Risk Management Plan. Assist with processes to evaluate and define the macro internal and external (organisational) context of DOE's operations. Provide technical assistance to business units to comply with risk management imperatives by- establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritising the external risks; defining and prioritizing the internal risks; establishing of a risk profile; and establishing a risk treatment or mitigation plan. Identify control weakness and deficiencies, non-compliance or fraud cases, operational loss and error incidents. Provide support in the consolidation of risk profiles and assist with the establishment and maintenance of a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes

PRINCIPAL PERSONNEL OFFICER

COMPONENT: HUMAN RESOURCES ADMINISTRATION AND PRACTICES

Notch: R 257,508 per annum (Salary Level 7)

Centre: Alfred Nzo West Ref No: HR 53/10/19

Centre: Chris Hani West Ref No: HR 54/10/19

Centre: Buffalo City Ref No: HR 55/10/19 (2 posts)

Centre: OR Tambo Coastal Ref No: Ref No: HR 56/10/19

Centre: Alfred Nzo East Ref No: HR 57/10/19

Centre: OR Tambo Inland Ref No: HR 58/10/19 (2 posts)

Centre: Amathole West Ref No: HR 59/10/19

Centre: Nelson Mandela Bay Ref No: HR 60/10/19

REQUIREMENTS: Grade 12 Certificate with 3 – 5 years' Experience in the Human Resource Administration and Practices. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge Human Resource and personnel management prescripts and procedures. Computer Literacy. Practical working knowledge of Persal. A good knowledge and understanding of legal framework governing Human Resources. A Valid CODE 08 Driver's license and willingness to travel is essential.

KPA's: Handle administrative processes regarding recruitment, selection and placement which includes advertising of vacancies, processing of applications, attending to interviews, filling of posts and the drafting of the applicable letter, writing of submissions regarding the mentioned processes. Handle administrative processes with regards to service benefits which entails service terminations, pension entitlements, housing allowances, state guarantees, appointments, promotions and transfers, all types of leave absence, performance management incentives, writing of submissions regarding the mentioned processes. Prepare and provide statistics to the Assistant Manager and DD: HRA&P. Ensure adherence to effective implementation with regard to HR Policies, Regulations and Acts. Manage projects as identified and Head Office Labour Relations Manager upon request. Alternative KPA's: may be added as decided by Deputy Director: HRA&P. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

PRINCIPAL PERSONNEL OFFICER: CUSTOMER CARE (2 posts)

Salary Level: R 257,508 per annum (Level 7)

Head Office – Zwelitsha Ref HR 61/10/19

Requirements: Grade 12 Certificate with 3 – 5 years' Experience in Human Resource Administration and Practicest. Any qualification above Grade 12 Certificate will be considered as added advantage. Must be able to express yourself fluently. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Continuous improvement, problem solving and decision making, client orientation and customer focus, communication and information management. Background in the call Centre environment will be an added advantage. Reasonable experience in computer applications in the office management including MS Word, MS Excel, PowerPoint and Outlook. Knowledge and application of Batho Pele Principles. Must be able to work independently and work with a team. Have well developed interpersonal communication (both verbal and written) skills. A valid code 08 driver's license will be an added advantage.

Responsibilities: Handle HR related enquiries. Provide expert advice relating to HR related responses. Implement HR prescripts and policies in the Customer Care Unit. Implement relevant personnel administration, personnel practices and procedures. Resolve queries immediately. Answering calls relating to confirmation of employment, Garnishee enquiries, Legal enquiries, etc. Maintain and administer Persal information including leave applications. Prepare Human Resources reports based on the queries received and captured in the system. Deal with HR related queries that comes through the Presidential Hotline. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

PERSONNEL OFFICER (HUMAN RESOURCE CLERK) – HR RECRUITMENT (2 POSTS)

COMPONENT: HUMAN RESOURCE ADMINISTRATION

Notch: R 173,703 per annum (Level 05)

Centre: Head Office Ref No: HR 62/10/19

REQUIREMENTS: Grade 12 Certificate and no experience needed. Knowledge of Human Resources Recruitment processes, Public Service Regulations, Public Service Act, PAM, Educators Act. Knowledge of PERSAL will be an added advantage. **KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

KPA's: Responsible for the implementation of recruitment process. Responsible for shortlisting, interviews. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of recruitment processes within the department. Administer HR processes at operational level. Handling of Human Resource Recruitment related enquiries. Perform any other KPA's that may be assigned.

PERSONNEL OFFICER (HUMAN RESOURCE CLERK) – CONDITIONS OF SERVICE

COMPONENT: HUMAN RESOURCE ADMINISTRATION

Notch: R 173,703 per annum (Level 05)

Centre: Head Office Ref No: HR 63/10/19

REQUIREMENTS: Grade 12 Certificate and no experience needed. Knowledge of Human Resources Administration and understanding of Conditions of Service, Public Service Regulations, Public Service Act, PAM,

Educators Act and PERSAL will be an added advantage. **KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

KPA's: Responsible for a variety of administrative KPA's: related to Appointments and conditions of service. Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Medical Aid benefits, etc.). Implementation of various Appointments. Ensure correct remuneration of staff in the Department. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees including employees exiting the department. Administer HR processes at operational level. Handling of Human Resource Administration related enquiries. Perform any other KPA's that may be assigned.

PERSONNEL OFFICER (HUMAN RESOURCE CLERK)

COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES

Notch: R 173,703 per annum (Level 05)

Centre: Chris Hani West Ref No: HR 64/10/19 (2 posts)

Centre: Joe Gqabi Ref No: HR 65/10/19

Centre: OR Tambo Coastal Ref No: HR 66/10/19

Centre: Amathole East Ref No: HR 67/10/19

Centre: OR Tambo Inland Ref No: HR 68/10/19

Centre: Buffalo City Metro Ref No: HR 69/10/19

Centre: Amathole West Ref No: HR 70/10/19 (2 posts)

Centre: Nelson Mandela Bay Ref No: HR 71/10/19 (3 posts)

REQUIREMENTS: Grade 12 Certificate and no experience needed. Knowledge of Human Resources Administration and understanding of Conditions of Service, Public Service Regulations, Public Service Act, PAM, Educators Act and PERSAL will be an added advantage. **KNOWLEDGE AND SKILLS:** •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

KPA's: • Responsible for a variety of administrative KPA's: related to staff provisioning and conditions of service. Ensure correct remuneration of staff in the Department. Maintenance of establishment on Persal system. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees including employees exiting the department. Administer HR processes at operational level. Perform any other KPA's: that may be assigned. Administer leaves and PILIR cases in the region

ADMINISTRATIVE CLERK

Notch: R 173,703 per annum (Level 05)

Centre: Alfred Nzo East – HIV/Life Skills Ref No: HR 72/10/19

Centre: Head Office - Psycho-Social & Curriculum Adaptation Ref No: HR 73/10/19

Centre: Amathole East– General Expenditure Payments Unit Ref No: HR 74/10/19

Centre: Buffalo City Municipality - Psycho-Social & Curriculum Adaptation Ref No: HR 75/10/19

Centre: Amathole East – EMIS & Policy Implementation Ref No: HR 76/10/19

Centre: Chris Hani West – Hostel & Scholar Transport Services Ref No: HR 77/10/19

Centre: Head Office– Quality Promotions and Standards Ref No: HR 78/10/19

Centre: Head Office– Support to the office of CFO Ref No: HR 79/10/19

Centre: Head Office – Auxiliary Support Services Unit Ref No: HR 80/10/19

Centre: Head Office – Conditional Grant Administration Unit Ref No: HR 81/10/19

Centre: Head Office – Institutional Funding & Subsidy payments Ref No: HR 82/10/19

Centre: Head Office– Organisational Development Ref No: HR 83/10/19

Centre: Head Office – Marking Processing and Script Management Ref No: HR 84/10/19

Centre: Head Office - Psycho-Social Support Ref No: HR 85/10/19

Centre: Alfred Nzo East – Office Administrative Support & Services Ref No: HR 86/10/19

Centre: Alfred Nzo East – IDS&G Ref No: HR 87/10/19

Centre: Head Office– IDS&G Ref No: HR 88/10/19

Centre: Joe Gqabi – Curriculum Administration Support Ref No HR 89/10/19

Centre: Chris Hani West – Curriculum Administration Support Ref No HR 90/10/19

Centre: Head– HR Labour Discipline Ref No HR 91/10/19
Centre: Head Office– Fleet Management Services Ref No HR 92/10/19
Centre: Buffalo City Metro – Inter-sectoral programmes Ref No: HR 93/10/19
Centre: Sarah Baartman – FET Band Ref No: HR 94/10/19
Centre: Sarah Baartman – Curriculum Administrative Support Ref No: HR 95/10/19
Centre: Head Office – Community Liaison: Representative Structures Ref No: HR 96/10/19
Centre: Head Office – Translation Services & Website/Portal Content Ref No: HR 97/10/19
Centre: Head Office – Risk Management Services: Systems Audit Ref No: HR 98/10/19
Centre: Head Office – Special Programmes and Child Affairs Ref No: HR 99/10/19
Centre: Head Office– Support to the Director: Examination & Assessment Ref No: HR 100/10/19
Centre: Head Office – School Administration: FET Band Ref No: HR 101/10/19
Centre: Head Office – Education Policy Ref No HR 102/10/19

REQUIREMENTS: Grade 12 certificate and no experience needed. Knowledge of clerical KPA's: practices as well as the ability to capture data, operate computer and collecting statistics. Skills: Computer, Planning and organization, Language, Good verbal and written communication skills

KPA's: Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

PROVISIONING ADMINISTRATIVE CLERK

Notch: R 173,703 per annum (Level 05)

Centre: Nelson Mandela Bay – Unit HIV/Life Skills Ref No: HR 103/10/19
Centre: Amathole East – Provisioning Ref No: HR 104/10/19
Centre: Head Office – Auxiliary Support Services Ref No: HR 105/10/19
Centre: Sarah Baartman – Provisioning Ref No: HR 106/10/19

REQUIREMENTS: Grade 12 certificate and no experience needed. Knowledge of clerical KPA's: practices as well as the ability to capture data, operate computer and collecting statistics. Skills: Computer, Planning and organization, Language, Good verbal and written communication skills

KPA's: Render asset management clerical support. Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request

for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ACCOUNTING CLERK

Notch: R 173,703 per annum (Level 05)

Centre: OR Tambo Inland – Debt & Liability Management Ref No: HR 107/10/19

Centre: Chris Hani East– General Expenditure Payments Ref No: HR 108/10/19

Centre: Head Office– Salary Control Ref No: HR 109/10/19

Centre: Head Office – Infrastructure Delivery Ref No: HR 110/10/19

REQUIREMENTS: Grade 12 certificate and no experience needed. Knowledge of Financial Management and Accounting, the ability to capture data, operate computer and collecting statistics. Skills: Computer, Planning and organization, Language, Good verbal and written communication skills

KPA's: Render Financial Accounting transactions: Receive invoices. Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents, Collection of cash, Perform Salary Administration support services. Receive salary advices., Process advices (e.g. Check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.), File all documents. Perform Bookkeeping support services: Capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions, Compile journals, render a budget support service: Collect information from budget holders. Compare expenditure against budget. Identify variances, Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents, Receive and capture cash payments

ADMIN CLERK: SUPPLY CHAIN MANAGEMENT – INFRASTRUCTURE DELIVERY

Notch: R 173,703 per annum (Level 05)

Centre: Head Office Ref No: HR 111/10/19

REQUIREMENTS: Grade 12 certificate and no experience needed. Knowledge of Supply Chain Management, basic Knowledge of Infrastructure Delivery Management Framework, the ability to capture data, operate computer and collecting statistics. Skills: Computer, Planning and organization, Language, Good verbal and written communication skills

KPA's: Render asset management clerical support: Compile and maintain records (e.g asset records/databases), Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system: Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

REGISTRY CLERK

Notch: R 173,703 per annum (Level 05)

Centre: Amathole East – Auxiliary Services Ref No: HR 112/10/19

Centre: Chris Hani West – HR Registry Ref No: HR 113/10/19

Centre: OR Tambo Inland– Auxiliary Services Ref No: HR 114/10/19

Centre: Sarah Baartman – HR Registry Ref No: HR 115/10/19

Centre: Sarah Baartman – Auxiliary Services Ref No: HR 116/10/19

Centre: Nelson Mandela Bay – HR Registry Ref No: HR 117/10/19

Centre: Head Office – HR Registry Ref No: HR 118/10/19

REQUIREMENTS: Grade 12 certificate and no experience needed. Knowledge of capture data, operate computer and collecting statistics. Skills: Computer, Planning and organization, Language, Good verbal and written communication skills

KPA's: Supervise and provide registry counter services: Attend to clients, handle telephonic and other enquiries received., Receive and register hand delivered mail/files, handle incoming and outgoing correspondence, receive all mail, Sort, register and dispatch mail, Distribute notices on registry issues. Supervise and render an effective filing and record management service: Opening and close files according to the record classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and files, Complete index cards for all files, Supervise the operation and operate office machines in relation to the registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/disposal Electronic scanning of files Sort and package files for archives and distribution Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

HOUSEKEEPING SUPERVISOR (4 posts)

Salary Notch: R171 138 per annum (Level 04)

Centre: Chris Hani East – Khanyisa Special School Ref No: HR 119/10/19

REQUIREMENTS: Grade 10/ABET Level 04/with 03 years relevant and proven cleaning experience Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates Working knowledge of the operation and care of cleaning machines and equipment. Good command of English language Ability to work under pressure Sound interpersonal relations.

KPA's: Oversee cleaning services of offices, corridors, general kitchens, restrooms, elevators and boardrooms Manage and ensure the maintenance of cleaning materials and equipment. Supervise cleaners Perform housekeeping duties cleaning of allocated areas Apply disciplinary measures and implement appropriate procedures perform any cleaning and supervisory duties delegated by the supervisor.

Enquiries: School Principal

GENERAL WORKERS/CLEANERS

Salary Notch: R90 234 Per Annum (Level 2)

Centre: Buffalo City Metro– Curriculum ECD/GET Ref No: HR 120/10/19

Centre: Chris Hani West – Auxiliary Services Ref No: HR 121/10/19

Centre: Head Office – Auxiliary Support Services Ref No: HR 122/10/19

Centre: Head Office – Archiving and Warehousing Ref No: HR 123/10/19

Centre: OR Tambo Coastal – Auxiliary Support Services Ref No: HR 124/10/19 (2 posts)

Centre: OR Tambo Inland – Auxiliary Support Services Unit Ref No: HR 125/10/19

Centre: Chris Hani East – Auxiliary Services Ref No: HR 126/10/19

REQUIREMENTS: ABET level 4 (Grade 10) or NQF level 1 to 3 with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

KPA's: Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic KPA's: like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

FOOD SERVICE AID (2 posts)

Salary Notch: R90 234 Per Annum (Level 2)

Centre: Chris Hani East – Khanyisa Special School Ref No: HR 127/10/19

REQUIREMENTS: Grade 10/ Abet Level 4 with 1-year experience in Food Service Environment, previous experience in food preparation and diet knowledge in hospital will be an advantage Communication skills and willing to work in a team able to work shifts, night duty including weekends and public holidays.

KPA's: Perform routine task in Food Service Unit and perform the general cleaning task assign to you and maintain hygiene and safety measures in the unit Carrying heavy basket, packing and withdrawing of cook freeze food in the refrigerator Do preparation, breakfast, cooking, portioning food according to portion control measures, garnishing of food, labelling and serving of food according to patient's diets Preparation of diabetic snack for diabetic patients Wash crockery and cutlery of patients and assist when there is a function, be prepared to relieve in all areas of food service unit when required
Enquiries: School Principal

NB* Please note the post of ICT Technician Advertised in Circular 25 of 2018/2019 is hereby re-advertised as the post is located in Amathole West.

ICT TECHNICIAN - INFORMATION TECHNOLOGY

Salary Package: R242 475 Per Annum (Level 7)

Centre: Amathole West

Ref: ECDOE 128/10/19

Minimum Requirements: NQF 6 in Information Technology/Systems with 1-2 years' experience in the field of IT or Matric with 06 years' experience in the field of IT. A valid Code 8 driver's license.

KPA's: To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System.

Enquiries: District Director

INSTRUCTIONS TO CANDIDATES

Applications can be forwarded through one of the following options:

All applications within Head Office should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605. Hand Delivery: The Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration. **Applications will not be accepted later than 12h00 on the closing date.**

NB* All positions within Districts should be directed to Districts as follows:

Alfred Nzo East: HRA, Tel: 039-2510279/ 0063, Fax: 039 – 2510976. Postal Address: P/B X504 Bizana 4800; Alfred Nzo West: HRA, Tel: 039 – 2550005, Postal Address: P/B X 9001 Mount Frere 5090; Amathole East: HRA, Tel: 047- 4911070/ 0646, Postal Address: P/B X3019 Butterworth; Amathole West: HRA, Tel: 046- 6452964. Postal Address: P/B X2041 F.B.T; Buffalo City Metro: HRA Tel: 043-7600862/542 Address: P/B X9007 East London 5200; Chris Hani East: HRA Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050; Chris Hani West: HRA Tel: 045-8083000 Address: P/B X7053 Queenstown 5320; Joe Gqabi, Address: P/B X 5026 Sterkspruit 9762 Nelson Mandela Bay: HRA Tel: 041-4034402 / 434. Postal Address: P/B X3915 North End Port Elizabeth 6056; OR Tambo Coastal: HRA Tel: 047-5324704. Postal Address: P/B X518 Libode 5160; OR Tambo Inland: HRA Tel:

047- 5024272/4225 Postal Address: P/B X5003 Mthatha 5100; Sarah Baartman: HRA Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280

IMPORTANT: Applicants must note that the Department is not liable for applications submitted other than addresses given to reach the destination by the closing date.

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply.** APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

SIGNED ON 18 OCTOBER 2019



CHIEF DIRECTOR: HRM&D

MR N TSHIBO