



## **OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION**

*Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender, and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.*

**APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED.**

**APPLICATION INSTRUCTIONS:** Applicants should apply using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za). Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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). Successful candidates will also be subjected to security clearance processes. New employees who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will conduct pre-employment screening on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and technical exercise, the



Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**PLEASE NOTE:**

NB: It is the department's 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. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)

**CLOSING DATE: 15 March 2024**

The system closes at 23:59 on the closing date; To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address, and give details of the issue to: [lwazi.cenge@ecdoe.gov.za](mailto:lwazi.cenge@ecdoe.gov.za) (NOT CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to [lwazi.cenge@ecdoe.gov.za](mailto:lwazi.cenge@ecdoe.gov.za) and not as specified, your application will be regarded as lost and will not be considered. with stakeholders on policy and training issues. Manage and coordinate the development and training of School Government Bodies.

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**DCES: LEARNER ASSESSMENT AND EXAMINATIONS MANAGEMENT (02 Posts)**

**DIRECTORATE: ASSESSMENT AND EXAMINATIONS**

**SALARY NOTCH: R 572 346 per annum (OSD)**

**LOCATION: BCM (01) POST, SB (01).**

**REQUIREMENTS:** A recognized 3-year qualification (REQV 13/14), and appropriate training as a teacher. At least 7 years appropriate teaching experience in a GET and/or FET school environment. A minimum of 3 years managerial experience in education at post level 2. Knowledge of policies governing the conduct, administration, and management of assessment and examinations. Knowledgeable about the professional support, communication structures and their functioning within the Department of Education. A valid driver's license. Registration with SACE. Preparedness to undergo vetting processes. Recommendations: Sound knowledge and understanding of the NQF, NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET, FET & ABET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in GET, FET and ABET. Experience in working in Assessment and Examinations environment. Knowledge of national and provincial Assessment and Examinations prescripts, processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects. Competencies/Skills: Excellent management, leadership, interpersonal and networking



skills. Strategic planning and problem-solving skills. Ability to plan, manage, implement, monitor and evaluate projects. Creative, logical and independent thinking. Excellent verbal communication and writing skills, including efficiency in report writing. Ability to take initiative, exercise leadership, display dedication, and a positive attitude. Excellent computer literacy in MS Office Suite and MS Outlook. Work long hours, under pressure, both in a team and as an individual.

**DUTIES:** Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour Relations Act. Co-ordinate the registration process of Grades 1-12 schools and learners including AET Level 4. Facilitate and liaise with Provincial office on issues of certification. Facilitate the re-registration process of centres by interaction with all stakeholders and adherence to legal procedures. Co-ordinate and facilitate the process of SBA implementation in the district by creating linkages with SBA unit within the Curriculum Directorate. Ensure that the deadlines are met regarding the opening and closing of the examination data system. Establish monitoring teams at all levels and act on all irregularities identified. Co-ordinate the activities for the training of invigilators. Supervise the distribution and collection of question papers, scripts, mark sheets and examination stationery. Ensure the security and the credibility of all assessment and examination materials and activities. Enquiries: Mr EM Mabona (040 602 4002)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

POSITION	LOCATION	REFERENCE NUMBER
<b>DCES: LEARNER ASSESSMENT AND EXAMINATIONS MANAGEMENT</b>	BUFFALO CITY METRO	DCESLAEM75/02/24
	SARAH BAARTMAN	DCESLAEM77/02/24

**DCES: INCLUSIVE EDUCATION (02 Posts)**

**DIRECTORATE: INCLUSIVE EDUCATION**

**LOCATION: AW (01), CHW (01)**

**SALARY NOTCH: R 572 346 per annum**

**REQUIREMENTS:** A recognized 3-year qualification (REQV 13/14), and appropriate training as a teacher. At least 7 years appropriate teaching experience in a GET and/or FET school environment. A minimum of 3 years managerial experience in education at post level 2. Knowledge of policies governing the conduct, administration, and management of assessment and examinations. Knowledgeable about the professional support, communication structures and their functioning within the Department of Education. A valid driver's license. Registration with SACE. Preparedness to undergo vetting processes. Recommendations: Sound knowledge and understanding of the NQF, NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET, FET & ABET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in GET, FET and ABET. Experience in working in Assessment and Examinations environment. Knowledge of national and provincial Assessment and Examinations prescripts, processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects. Competencies/Skills: Excellent management, leadership, interpersonal and networking skills. Strategic planning and problem-solving skills. Ability to plan, manage, implement, monitor and evaluate projects. Creative, logical and independent thinking. Excellent verbal communication and writing skills, including efficiency in report writing. Ability to take initiative, exercise leadership, display dedication, and a positive attitude. Excellent computer literacy in MS Office Suite and MS Outlook. Work long hours, under pressure, both in a team and as an individual.

**DUTIES:** Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour



Relations Act. Co-ordinate the registration process of Grades 1-12 schools and learners including AET Level 4. Facilitate and liaise with Provincial office on issues of certification. Facilitate the re-registration process of centres by interaction with all stakeholders and adherence to legal procedures. Co-ordinate and facilitate the process of SBA implementation in the district by creating linkages with SBA unit within the Curriculum Directorate. Ensure that the deadlines are met regarding the opening and closing of the examination data system. Establish monitoring teams at all levels and act on all irregularities identified. Co-ordinate the activities for the training of invigilators. Supervise the distribution and collection of question papers, scripts, mark sheets and examination stationery. Ensure the security and the credibility of all assessment and examination materials and activities.

Enquiries: Mr Ncapayi (040 608 4200)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

POSITION	LOCATION	REFERENCE NUMBER
<b>DCES: INCLUSIVE EDUCATION</b>	AMATHOLE WEST	DBEP78/02/24
	CHRIS HANI WEST	DBEP79/02/24

**DCES: PRE AND PRIMARY CURRICULUM (04 Posts)**

**DIRECTORATE: CURRICULUM SERVICES**

**LOCATION: ANE (01), BCM (01), ORTC (01), CHW (01)**

***SALARY NOTCH: R 572 346 per annum (OSD)***

A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

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

Enquiries Mr. TJZ Mtyida: (040 608 42000)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

POSITION	LOCATION	REFERENCE NUMBER
PRE - PRIMARY	ALFRED NZO EAST	PPPANE81/02/24
PRE - PRIMARY	BUFFALLO CITY METRO	PPBCM82/02/24
PRE - PRIMARY	OR TAMBO COASTAL	PPORTC83/02/24
PRE - PRIMARY	CHRIS HANI WEST	GCCHW84/02/24

**DCES: EMPLOYEE RELATIONS – EEA (05 Posts)**

**DIRECTORATE: EMPLOYEE RELATIONS – EEA**

**SALARY NOTCH: R 572 346 per annum (OSD)**

**LOCATION: ANW (01), AW (01), ORTC (01), SB (01)**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Registration with SACE as professional educator. Eight (8) years' experience in the educational field. A valid driver's license. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

**DUTIES:** Supervise the administration of Disputes and grievances: Facilitate the resolution of grievances, Facilitate the resolution of disputes. Manage the maintenance of disputes and grievance Information System. Administer of received conflict and complaints, Manage conducting of labour relations audits and trends analysis, Administer of disciplinary management services, Provide expert advice on the conduct of employees, Analyse of information received and form conclusions, Develop and maintenance of Departmental database on misconduct cases, Provide support in minimizing the number of disputes and unfair labour practices, Facilitate the sitting for Appeals Committee, Ensure that the departmental staff understand the government prescripts, Compile the statistical report. Manage the allocated resources, 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 daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets.

Enquiries: Mr. Mnguni (040 608-4200)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

POSITION	LOCATION	REFERENCE NUMBER
	Alfred Nzo West	ERANW85/02/24

<b>DCES: EEA EMPLOYEE RELATIONS</b>	Amatole West	ERAW86/02/24
	OR Tambo Coastal	ERORTC87/02/24

**DCES: CURRICULUM ENRICHMENT PROGRAMMES (01 Posts)**

**DIRECTORATE: EDUCATION SOCIAL SUPPORT.**

**SALARY NOTCH: R 572 346 per annum (OSD).**

**REF NO: CEPANW89/02/24**

**LOCATION: AFRED NZO WEST**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification, which includes a minimum of 8 years' experience in the educational field. Valid Registration with SACE as professional educator.

**DUTIES:** Promote and coordinate processes for the provisioning of school sports services. Promote and coordinate the provisioning of school music, including choral music, visual and performing arts programmes at schools. Promote and coordinate processes for the implementation of debating, public speaking, and leadership development programmes in schools. Promote learner participation in exhibitions expos, festivals, and Olympics. Coordinate processes for the provisioning and maintenance of libraries, resources, and media centres in the schools. Review and analyse the impact of policies within the district and give feedback to Provincial Office. Facilitate greater coordination and collaboration with relevant stakeholders in implementing identified projects.

Enquiries: Mr Mabece (043-70862/7600542)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**DCES: CURRICULUM MST (03 Posts)**

**DIRECTORATE: CURRICULUM SERVICES**

**LOCATION: ANW (01), NMB (01), BCM (01)**

**SALARY NOTCH: R 572 346 per annum (OSD)**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification, with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

**DUTIES:** Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the



provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilisation of extra LTSM. Ensure effective planning, monitoring, implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc., to ensure effective planning, decision-making, monitoring and implementation of CAPS.

Enquiries: Mr. TJZ Mtyida (040 608 4200)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

POSITION	LOCATION	REFERENCE NUMBER
DCES CURRICULUM - MST	AFRED NZO WEST	MSTANW90/02/24
DCES CURRICULUM - MST	NELSON MANDELA BAY	MSTNMB91/02/24
DCES CURRICULUM - MST	BUFFALO CITY METRO	MSTBCM92/02/24

**DCES: E-LEARNING (01 Post)**

**DIRECTORATE: CURRICULUM SERVICES**

**LOCATION: JOE GQABI**

**REF NO: ELJG93/02/24**

**SALARY NOTCH: R 572 346 per annum (OSD)**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification, with a major in the subject/ subject field applying for. Registration with SACE as professional educator. Nine 8 years' experience in the educational field. A Valid drivers' license. Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. A good understanding of Matrix management. Knowledge and understanding of Whitepaper 7: ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written, verbal and communication skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook.

**DUTIES:** Identify and provide information related to development needs for integrating e-Learning into the curriculum and end user technology use. Develop and implement an operational plan comprising the departments e-Learning integration development initiatives. Plan coordinate and implement training as per Provincial/National eLearning initiatives. Coordinate and manage e-Learning projects of service providers. Provide as well as facilitate training in the use of innovative technologies for curriculum purposes to officials and teachers. Cultivate and enhance an e-Culture at school and district level. Liaise with





relevant role-players in ICT Curriculum training to maximise all efforts towards the enhancement of e-Learning in schools. Establish and manage a database on ICT and e-Learning support and training. Monitor and report back on ICT integrated training. Manage, coordinate, and implement the sourcing, quality assurance, digitising and deployment of resources, software, and freeware. Manage, implement, and maintain the ECDoE eLearning platform and curriculum website. Identify in collaboration with Curriculum Management (including SAs) all e-Learning and e-Administration support needs for Public Ordinary and Special Schools. Develop E-Learning Advisors to render e-Learning support to schools. Visit and support identified districts and schools as per eLearning project focus. Provide first line support to SAs related to ICT integration within the curriculum and the use of technology for teaching and learning. Co-facilitate with SAs to assist with the integration of ICT and digital resources. Conduct advocacy campaigns on the use of eLearning in the curriculum. Report on progress of ICT integration into the curriculum. Define and review on a continual basis the purpose, objectives, priorities and activities of the sub-directorate. Participate in the Directorate and Chief Directorate's strategic planning process. Report to the Director on a regular basis on the activities of the sub-directorate, on matters of substantial importance to the Administration. Actively manage the performance and discipline of staff within the sub-directorate. Implement capacity building programmes where necessary. Responsible for the budgeting and management of the sub-directorate's budget expenditure. Responsible for ensuring that the correct procurement procedures are adhered to, that all assets are maintained and kept safe with full and proper records of transactions done by the sub-directorate.

Enquiries Mr. TJZ Mtyida (040 608 4200)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**DCES: E-LEARNING (01 Post)**

**DIRECTORATE: E-LEARNING**

**LOCATION: HEAD OFFICE**

**REF NO: ELHO94/02/24**

**SALARY NOTCH: R 572 346 per annum (OSD)**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification, with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 3 years' experience as SES. A Valid drivers' license. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Sound understanding and knowledge of Public Service Act, PFMA, Treasury Regulations, E-Education policy, Education Sector, Transformation Plan, Annual Performance Plan, Educator's Employment Act, Basic Conditions of Employment Act, Educational Public Service Leadership Strategic Planning and Transformation Education Management Development Research and Development, Management of Diversity. Skills: Policy Formulation and Implementation, Leadership skills, Research skills Co-ordination, Presentation and Facilitation skills, Management skills, Project management skills, Interpersonal skills, Planning and Organizational skills, Problem-solving skills, computer Literacy skills Intermediate and advanced.

**DUTIES: Manage and coordinate special E-Learning Projects:** Plan, commission, coordinate and manage Special Projects (e.g. Research/ Pilots/ POCs etc). Identify and



initiate suitable pilots and research projects. Manages pilots specific to Need technologies, e-Learning methodologies, e-Learning models, school-based action research, educational resources, Considerations are given to trial applications and/or services, Coordinate and manage with the relevant role players all pilots and research, establish terms of reference for each project or program, Write tender specifications for pilots and proof of concepts, Liaise with relevant parties regarding initiating pilots and research. **Coordinate and collate information on eProjects across the province:** Manage service providers, directly or indirectly, that are necessary to perform and deliver services. Liaison with customer/client and funders and donors. Ensure expense remains within budget, ensure quality control, coordinate project management, liaison with client departments. Plan and maintain technical architectures in collaboration with IT. Provide inputs to the development and planning relating to infrastructure and technologies. Provide input into the budget wrt rollouts and costing exercises. Manage, present the Identification of e.g. curriculum labs, eLearning Innovation platforms and projects with relevant SENIOR CURRICULUM PLANNERS. Manage and execute on all preparatory work wrt Smart Classrooms, technology Refresh Projects, Coordination and execution of refresh and Need deployment. Liaise with IT on specifications related to eProjects, etc. **Liaison with role-players** Work closely with all role players in the implementation of projects. Continuous engagement and communication within the ECDoE organization to effect the systemic change that the e-Learning Digital Transformation needs. Communicate plans of action with key stakeholders within Districts and components at head office dealing with districts. Communicate and engage with schools directly. **Reporting and administration:** Measuring, managing, and reporting on project risks, constraints, and issues. Identifying, negotiating, and securing project resource requirements re e-content. Making sure project documentation is up to date and saved in the designated repositories. Ensuring that all projects are managed according to project governance processes and procedures. Ensuring project success and minimizing project budget overruns and lack of service delivery. Ensuring strict adherence to the corporate policies of ECDoE and of the EC at large. Measuring, managing, and reporting on project risks, constraints, and issues. Identifying, negotiating, and securing project resource requirements. Making sure project documentation is up to date and saved in the designated repositories. Ensuring that all projects are managed according to project governance processes and procedures. **Other eLearning initiatives, functions:** Measuring, managing, and reporting on project risks, constraints, and issues. Identifying, negotiating, and securing project resource requirements re e-content. Making sure project documentation is up to date and saved in the designated repositories. **Research in innovation and trends in the eLearning environment:** Measuring, managing, and reporting on project risks, constraints, and issues. Identifying, negotiating, and securing project resource requirements re e-content. Making sure project documentation is up to date and saved in the designated repositories.

Enquiries Ms. LS Kota-Mgwali (040 608 4389)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**DCES: CIRCUIT MANAGEMENT (26 posts)**

**DIRECTORATE: CIRCUIT MANAGEMENT**

**SALARY NOTCH: R 572 346 per annum (OSD)**

**LOCATION: ANE (02), ANW (01), AE (04), AW (02), BCM (01), CHW (02) JG (03), NMB (03), ORTC (02), ORTI (04), SB (02)**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification, with a major in the subject/ subject field applying for. Registration with SACE as professional educator. Valid Registration with SACE as professional educator. Hands-on experience and knowledge of teacher development and curriculum policy implementation practices.

A sound knowledge of the national Curriculum and Assessment Policy Statements and topical curriculum transformation issues. Proven experience of leading and coordinating school's improvement projects. Ability to work independently as well as in a team. Good communication skills (written & verbal). Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook, A valid driver's license. Competencies: Monitoring and evaluation, Performance Management, Decision making and initiating action, adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management

**DUTIES:** Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives; Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their

budgets in line with the South African Schools Act and maintain financial records for audit purposes.

Enquiries: Mr Mtyida (040 608 4200)

e-Recruitment Enquiries Email: [yukile.tokwe@ecdoe.gov.za](mailto:yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

POSITION	LOCATION	REFERENCE NUMBER
CIRCUIT MANAGEMENT	Alfred Nzo East (2) Posts	CMANE95/02/24
CIRCUIT MANAGEMENT	Alfred Nzo West (1) Posts	CMANW96/02/24
CIRCUIT MANAGEMENT	Amathole East (04) Posts	CMAE97/02/24
CIRCUIT MANAGEMENT	Amathole West (02) Posts	CMAW98/02/24
CIRCUIT MANAGEMENT	Buffalo City Metro (01) Post	CMBCM99/02/24
CIRCUIT MANAGEMENT	Chris Hani West (02) Posts	CMCHW100/02/24
CIRCUIT MANAGEMENT	Joe Gqabi (03) Posts	CMJG101/02/24
CIRCUIT MANAGEMENT	Nelson Mandela Bay (03) Posts	CMNMB102/02/24
CIRCUIT MANAGEMENT	OR Tambo Coastal (02) Posts	CMORTC103/02/24
CIRCUIT MANAGEMENT	OR Tambo Inland (04) Post	CMORTI104/02/24
CIRCUIT MANAGEMENT	Sarah Baartman (02) Posts	CMSB105/02/24

**SES: CURRICULUM MANAGEMENT IN THE FET & GET (SEE RELEVANT SUBJECT ADVISORY VACANCIES IN THE TABLE THAT FOLLOWS) (7 POSTS)**

**DIRECTORATE: CURRICULUM MANAGEMENT**  
**SALARY NOTCH: R465 843 PER ANNUM (OSD)**

Subject Profile	District	REFERENCE NUMBER
Geography	Joe Gqabi	SESJG106/02/24
BUSINESS AND COMMERCE (FET)	Joe Gqabi	SESJQ107/02/24
Technical Mathematics and Science	Alfred Nzo West	SESANW108/02/24
Language: Sesotho (FET)	Alfred Nzo West	SESANW109/02/24
Examination and assessment	Sarah Baartman	SESSB110/02/24
EMIS, Governance and Special Programmes	OR Tambo Inland	SESORTI111/02/24

**REQUIREMENTS:** A recognised three- or four-year qualification, which includes professional teacher education. Registration with SACE as Professional educator. 5 years' experience in the educational field. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Competencies/skills. Experience in research of education policies. Sound understanding of Management. Principles. Sound knowledge and understanding of the NCS, CAPS and Assessment Policies. A thorough understanding of the principles and teaching methodologies in the subject applied for. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure





in both a team and as an individual. Excellent communication, facilitation, and presentation skills. Computer Literacy in MS Office Suite and MS Outlook

**DUTIES:** Knowledge and understanding in the teaching of the subject that is being applied for. Cross-field knowledge and experience in research, teacher training and materials development in the subject. Experience in networking with relevant stakeholders in the field of the subject applied for. Knowledge and understanding of all major relevant education legislation and policies. A commitment to participative management. The ability to communicate with ease at all levels. Project Management skills. Knowledge and understanding of the unpacking and facilitation of the curriculum, development of teaching materials such as Year Plans, Lessons Plans, Learner Workbooks where relevant to the subject., identifying the relevant LTSM to be used in the subject. Ability to train teachers. Understanding of planning and report writing. Be able to structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non- government sectors. Ensure the establishment and sustenance of appropriate structures, mechanisms, processes, and procedure to facilitate the development and implementation of the subject in the phase. Be able to effectively sustain a high level of performance.

The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday-Thursday and 08:00-16:00 on Fri) **APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED.** For any technical assistance emails could be sent to [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

#### **APPLICATION INSTRUCTIONS:**

Applicants should apply using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za).

Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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). New employees who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in



automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results.

**PLEASE NOTE:**

NB: It is the department's 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. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)

PP **MRS. L SIDIYA**  
**A/CHIEF DIR: HRM&D**

07.03.2023

**DATE**