

Circular 23 of 2018  
Posted: 2018/11/25, 26 &  
29  
Closing Date: 14/12/2018

**DEPARTMENT OF EDUCATION**

**POST** : **CHIEF ENGINEER Ref. DOE 01/12/2018**  
**SALARY NOTCH** : **R 991,281 per annum (OSD)**  
**CENTRE** : **Infrastructure Planning – Zwelitsha**

**REQUIREMENTS** : Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. Registration as a Professional Architect with the South African Council for Architectural Profession. Valid driver's license. Computer literacy. Minimum of Three years' experience post qualification.

**DUTIES** : Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

---

updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.

Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards change and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

- POST** : **QUANTITY SURVEYOR X 2 POSTS REF. DOE 02/12/2018**
- SALARY NOTCH** : **R585,366per annum (OSD)**
- CENTRE** : **Infrastructure Planning - Zwelitsha**
- REQUIREMENTS** : Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. Registration as a Professional Architect with the South African Council for Architectural Profession. Valid driver's license. Computer literacy. Minimum of Three years' experience post qualification.
- DUTIES** : Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Make inputs to policies, procedures and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for, Study professional journals and publications to stay abreast of new developments. Monitor and study the education the Department including interaction with relevant professional development boards/councils. sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils/Enquiries:

**POST** : **ARCHITECT x 2 POSTS Ref. DOE 03/12/2018**  
**SALARY NOTCH** : **R 585,366 per annum (OSD)**  
**CENTRE** : **Infrastructure Planning - Zwelitsha**

**REQUIREMENTS** : Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. Minimum of Three years' experience post qualification. Registration as a Professional Architect with the South African Council for Architectural Profession. Valid driver's licence. Computer literacy.

**DUTIES** : Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Make inputs to policies, procedures and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for. Study professional journals and publications to stay abreast of new developments. Monitor and study the education the Department including interaction with relevant professional development boards/councils. sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

**POST** : **CHIEF EDUCATION SPECIALIST: OFFICE OF DDG: IOM Ref. DOE 04/12/2018**

**SALARY NOTCH** : **R861,486 per annum (OSD)**  
**CENTRE** : **Institution Operation Management - Zwelitsha**

**REQUIREMENTS** : A minimum 4-year qualification (REQV 14) in Education. Minimum of 12 years teaching experience Minimum of 5 years' experience in an executive support function in education and development. A Valid drivers' license Registration with SACE. Be computer literate. Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Skills required: Strategic leadership and management. Innovative thinking. Problem solving. Project Management



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

**DUTIES** : Providing high-level administrative support to the Deputy Director General IOM and the Branch Executive in relation to the Branch's institutional relations with Chief Directorates, Districts, schools and external stakeholders. Monitoring progress in relation to the action points decided by the Branch Executive Management Committee and the Departmental Top management structures. Supporting the Deputy Director General in monitoring developments in the Branch, and engagement with external stakeholders. Acting as a contact point for all institutions relevant to the work of the Branch, including Inter-Governmental, Parliamentary and Ministerial obligations. Providing organisational support for all Branch meetings, including the drafting of minutes and the follow-up of the validation process.

**POST** : **CHIEF EDUCATION SPECIALIST: LABOUR RELATIONS**

**SALARY NOTCH** : ***R861,486 per annum (OSD)***

**CENTRE** : ***Joe Gqabi(DOE 05/11/2018),  
OR Tambo Coastal (DOE 06/11/2018),  
Chris Hani East (DOE 07/11/2018),  
Buffalo City (DOE 08/12/2018)***

**REQUIREMENTS** : A National Diploma or Degree in Human Resource Management or Labour Relations / Industrial Relations, Labour Law or Public Management plus five (5) years' experience in the field of labour relations. 9 years' experience in the educational field. A post degree qualification on the above will be an advantage. The applicant should have basic computer literacy skills in Microsoft Word, PowerPoint and Excel. A valid driver's license with minimum code 8. Registered with SACE. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures applicable to both public service act employees and educators. Understanding of various collective bargaining forums and policies relevant thereto. Understanding of the Skills Development Act and Employee Health and Wellness policies. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution, decision-making capabilities and planning. Bargaining and mediating skills are an added advantage.

**DUTIES** : The co-ordination of all Labour Relations, Human Resource Development and Employee Health and Wellness activities. Planning and aligning of work plans to the strategic objectives of the Eastern Cape Department of Education. Be able to conduct training on Skills Development, Employee Health and Wellness as well as Labour Relations related matters. Be able to organize and co-ordinate implementation plans for all employees. Be a good communicator, coordinator and planner. Preparedness to work with all other units of the organization as well as stakeholders in parties to Labour Unions. Ensure that the Employee Health and Wellness programmes are implemented.

**POST** : **CHIEF EDUCATION SPECIALIST: PROFESSIONAL DEVELOPMENT  
AND SUPPORT Ref. DOE 09/12/2018**

**SALARY NOTCH** : ***R861,486 per annum (OSD)***

**CENTRE** : Curriculum FET/ECD - Zwelitsha

**REQUIREMENTS** : A minimum 4-year qualification (REQV 14) which must include appropriate training as an educator in one or more of the subjects or fields listed above. Minimum of 8 years teaching experience. A Valid drivers' license •Registration with SACE •Be computer literate. The incumbent should have a thorough understanding of the background, principles and methodologies underpinning the National Curriculum Statements (NCS) in general and the Curriculum and Assessment Policy Statements (CAPS) in particular. Sound knowledge of key priorities and challenges pertaining to teaching, learning and assessment. Sound knowledge of key policies on Language in Education Policy (LiEP), Assessment, Inclusive Education, e-Learning as well as the Policy on Promotion and Progression requirements in the GET and FET Band. An understanding of transformational issues in education. Sound knowledge of strategic planning, problem solving and project management. Sound presentation / facilitation skills and report writing skills.



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

**DUTIES** : Manage and oversee curriculum related projects such as the National Strategy for Learner Attainment (NSLA), the Multiple examination Opportunity (MEO) Project, the Rural, Education, Assistant Project (REAP) project, Expansion of Skills project, and all other projects of the DBE as well as those with outside agencies for the GET and FET Directorates. Planning and management of all curriculum related DBE Oversight visits. Collate the reports of the Chief Directorate accountability sessions. Ensure that all the required reports of the Chief Directorate are quality assured and circulated once approved, to the relevant recipients. Read through all required documentation of the office and advise the Chief Director timeously of its contents. Evaluate and appraise the implementation of the curriculum by head office and districts on a quarterly basis. Conceptualize and design the following tools: balanced scorecards, monitoring tools, guidelines, business process maps, surveys and profiles for the effective management of the curriculum when required. Research information, analyse data and write reports on findings. Develop PowerPoint presentations. Network with other educational directorates, non-governmental organizations and relevant stakeholders and attend meetings when required. Review and analyse the impact of interventions in the province and provide feedback. Facilitate the development and implementation of improvement strategies of designated projects. Work in tandem with other CESs in both the GET and FET Directorates.

**POST** : **CHIEF EDUCATION SPECIALIST: SCHOOL EFFECTIVENESS REF. DOE 10/12/2018**

**SALARY NOTCH** : R861,486 per annum (OSD)

**CENTRE** : ESSS - Zwelitsha

**REQUIREMENTS** : A minimum 4-year qualification (REQV 14) in Education. •Minimum of 8 years teaching experience and minimum of 5 years' experience in management. •A Valid drivers' license •Registration with SACE •Be computer literate. Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Skills required: Education Management Development. Innovative thinking. Problem solving. Project Management. Conceptualization.

**DUTIES** : Develop, monitor and support the implementation of policies and programmes for improving the quality of education in rural schools. Increase the number of schools within multi-grade classes implementing Multi-Grade Toolkit. Develop, monitor and support the implementation of policies and programmes for improving the quality of education in all schools in order to improve school functionality and improve learner attainment. Mobilise multi-disciplinary teams to participate in the school monitoring, craft monitoring tools, reporting templates and consolidate reports obtained from such visits. Facilitate that recommendations are implemented by responsible units/directorates. Communicate feedback to relevant districts and schools regularly. Maintain database of small unviable schools and database of schools with declining learner enrolment. Craft intervention strategies to improve learn attainment. Monitor and support the implementation of school effectiveness strategies.

**POST** : **CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (CURRICULUM MANAGEMENT CURRICULUM ADVISORY)**

**SALARY NOTCH** : R861,486 per annum (OSD)

**CENTRE** : *Ngcobo Ref. DOE 11/11/2018,  
Queenstown Ref. DOE 12/12/2018  
Lusikisiki Ref. DOE 13/11/2018*

**REQUIREMENTS** : A minimum 4-year qualification (REQV 14) which must include appropriate training as an educator in one or more of the subjects or fields listed above. • Minimum of 9 years teaching experience. • A Valid drivers' license • Registration with SACE. • Be computer literate. General knowledge understanding and experience of curriculum implementation in the FET and GET Bands, e-Learning, Library Services





# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

---

and Teacher Development. A thorough understanding of the background, principles and methodologies underpinning the National Curriculum Statements (NCS) in general and the Curriculum and Assessment Policy Statements (CAPS) in particular. Sound knowledge of key priorities and challenges pertaining to teaching, learning and assessment. Sound knowledge of key policies on Language in education Policy (LiEP), Assessment, Inclusive Education, e-Learning as well as the Policy on Promotion and Progression requirements. An understanding of transformational issues in education. Sound knowledge of strategic planning, problem solving and project management. Sound presentation / facilitation skills and report writing skills. Proven skills in computer literacy, materials development and training of teachers.

## **DUTIES**

- : Ensure that the following tasks are implemented in all Public Ordinary and Special Schools: Training and development of teachers. Evaluation and support of curriculum implementation in schools. Assessment and moderation of the curriculum. Manage the planning, administration and implementation of the district school visitation programme. Develop a differentiated curriculum support plan for schools. Ensure the receipt and delivery of resource materials (LTSM). Management of curriculum information on the Data Driven District System and SASAMS. Analysis of results and the design of relevant intervention programmes to enhance learner performance. Support schools with the development of School/Subject Improvement Plans (SIP). Coordinate, manage and implement ICT Integration in the curriculum. Ensure the effective administration, management and conduct of assessment and examination processes. Ensure the implementation of national and provincial education specific Library policies. Report on the implementation of School-Based Assessment, internal and external examinations and the implementation of the NCS on a monthly, quarterly and annually.

## **POST**

- : **CHIEF EDUCATION SPECIALIST: CURRICULUM PLANNING Ref. DOE 14/12/2018**

## **SALARY NOTCH CENTRE**

- : **R861,486 per annum (OSD)**  
: **Curriculum Planning FET College and ABET – Zwelitsha**

## **REQUIREMENTS**

- : A minimum 4-year qualification (REQV 14) which must include appropriate training as an educator in one or more of the subjects or fields listed above. •Minimum of 9 years teaching experience. •A Valid drivers' license •Registration with SACE. •Be computer literate. Extensive knowledge and experience in one or more of the following subjects or fields: Business, Commerce, Management and Service Studies; Manufacturing, Engineering and Technology; Physical, Mathematical, Computer, Life, Nautical and Agricultural Sciences. Extensive knowledge of and insight into education policies and legislation of the Further Education and Training (FET) Phase. A thorough understanding of the background, principles and methodologies underpinning the National Curriculum Statements (NCS) in general and the Curriculum and Assessment Policy Statements (CAPS) in particular. Sound knowledge of key priorities and challenges pertaining to teaching, learning and assessment in the required subjects. Sound knowledge of key policies and guidelines on Language, Assessment, Inclusive Education, e-Learning as well as the Policy on Promotion and Progression requirements in the required subjects. An understanding of transformational issues in education. Sound knowledge of strategic planning, problem solving and project management. Sound presentation / facilitation skills and report writing skills. Proven skills in computer literacy, materials development and training of teachers.  
**Responsible for the following fields of study: (Business, Commerce, Management and Service Studies); (Manufacturing, Engineering and Technology); (Physical, Mathematical, Computer, Life, Nautical and Agricultural Sciences).**

## **DUTIES**

- : Perform managerial tasks with regard to the component. Manage all curriculum related programmes and activities in the abovementioned fields and subjects. Planning, monitoring and evaluation of curriculum and assessment programmes in line with CAPS. Conceptualise, design and manage programmes for the sub-directorate. Effective support for the Mathematics Science and Technology Strategy

# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

of the ECDoE. Manage the implementation of Schools Based Assessment (SBA) and moderation processes. Oversee the implementation of Subject Committees. Conceptualise, design and manage teacher development programmes and coordinate in-service training programmes for the sub-directorate. Liaise with districts on key curriculum priorities and build capacity where it is needed. Ensure the coordination, management and implementation of ICT Integration in curriculum. Manage the functions and performance (PMDS) of the curriculum planners and administrative personnel and build capacity in the sub-directorate. Develop and manage the budget and procurement processes of the sub-directorate. Network with other educational directorates, non-government organisations and relevant stakeholders. Review and analyse the impact of policies and results and provide timeous feedback to relevant stakeholders

**POST** : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION**  
**SALARY NOTCH** : **R697 011 per annum**  
**SALARY LEVEL** : **11**  
**CENTRE** : **OR Tambo Coastal District Office (Libode) Ref. DOE 15/12/2018**  
**Joe Gqabi District Office (Sterkspruit) Ref. DOE 16/12/2018**

**REQUIREMENTS** : B-degree or equivalent qualification in Accounting / Financial Management • Three years' relevant post qualification experience at Assistant Director level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License  
**Competency Requirements:** 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).

**DUTIES** : Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the District office. . Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. 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. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

**POST** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
**SALARY NOTCH** : **R697 011 per annum**  
**SALARY LEVEL** : **11**  
**CENTRE** : **Sarah Baartman (Graaf-Reinett) Ref. DOE 17/12/2018**  
**Buffalo City – King Williams Town Ref. DOE 18/12/2018**

**REQUIREMENTS** : B-degree or equivalent qualification in Financial Management / Logistics / Supply Chain Management / related area • Three years' relevant post qualification experience at Assistant Manager level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Valid Drivers' License. Extensive Knowledge of SCM practices as directed by the Public Finance Management Act, 1999 and Treasury Regulations. Risk Management and Internal Control Management Practices. Asset Management Information systems, SCM Performance Review Tools and Reporting Knowledge.

**DUTIES** : Conduct the research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitor evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. 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

**POST** : **DEPUTY DIRECTOR – PROGRAMME/PROJECTS MANAGEMENT REF. DOE 19/12/2018**  
**SALARY NOTCH** : **R697 011 per annum**  
**SALARY LEVEL** : **11**  
**CENTRE** : **OR Tambo Coastal District Office**

**REQUIREMENTS** : Relevant B Degree or Equivalent in Project Management/Real Estate or Property Management. Minimum of Five Years' experience post qualification. Valid driver's licence. Computer literacy. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.

**DUTIES** : Obtain updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Validate the correctness of information pertaining to location of immovable assets. Manage acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Manage disposals of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Confirm all deeds searches to validate ownership of land before planning for buildings are finalised. Keep a register of sites allocated to Education for future infrastructure development. Implement actions to keep sites



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

clean. Implement actions to prevent any illegal occupation of sites. Monitor and report on conditions and maintenance of vacant sites allocated to Education. Based on the technical requirements for leases as prepared by the Planning Staff, identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Manage all Section 14 lease contracts. Manage all lease payments. Validate that maintenance is implemented by the Landlords. Manage and direct the validation of municipal accounts. Manage and direct the payment of municipal accounts through the finance section. Prepare and issue guidelines on the use of utilities by Schools. Train Districts on the guidelines for use of utilities. Design monitoring system to report on the use of utilities. Prepare and submit progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

**POST** : **EDUCATION DEVELOPMENT OFFICERS**  
**SALARY RANGE** : **R 482 706 per annum (OSD)**

Districts:  
*Mount Frere ANE (6) (Ref. DOE 20/12/2018),  
Cofimvaba CHE (2) (Ref. DOE 21/12/2018),  
Maluti ANE (3) (Ref. DOE 22/12/2018),  
Tsomo CHE (2) Ref. DOE 23/12/2018),  
Cala CHE (2) (Ref. DOE 24/12/2018),  
Mt Fletcher JQ (3) (Ref. DOE 25/12/2018),  
Ngcobo CHE (2) (Ref. DOE 26/12/2018),  
Sterkspruit JQ (1) (Ref. DOE 27/12/2018),  
Komani CHW (1) (Ref. DOE 28/11/2018),  
Cacadu CHW (3) (Ref. DOE 29/12/2018),  
Middelburg CHW (1) (Ref. DOE 30/12/2018),  
Cradock CHW (1) (Ref. DOE 31/12/2018),  
Mqanduli ORTI (1) Ref. DOE 32/12/2018,  
Mthatha ORTI (3) (Ref. DOE 33/12/2018),  
Qumbu ORTI (3) Ref. DOE 34/12/2018*

**REQUIREMENTS** : A recognised 3- or 4-year qualification, which includes professional teacher education. The requirements of the job include: • 8 years minimum teaching experience • 5 years minimum management experience as a Principal of a top performing school. • Must be registered with SACE. • 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 co-ordinating school's improvement projects. • Ability to work independently as well as in a team. • Good communication skills (written & verbal). • Computer skills with excellent knowledge of Microsoft Packages. • A valid driver's license.

**DUTIES** : Monitor the performance profiles and functionality of schools allocated to him/her to ensure compliance with national and provincial norms and standards. • Conduct focused monitoring school visits to strengthen the administrative, leadership, management and governance capacity of schools under their brief. • Support school principals with leadership and management of curriculum planning and delivery in their schools • Monitor and record the state of school resources with regards to demand and supply of teaching.

**POST** : **ASSISTANT MANAGER: FINANCE Ref: DOE 35/12/2018**  
**SALARY RANGE** : **R 356 289**  
**SALARY LEVEL** : **9**



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

- CENTRE** : **Physical Resources Management – Zwelitsha**
- REQUIREMENTS** : A National Diploma in Commerce or Accounting or Economics. Three years post qualification experience. Valid driver's license. Computer literacy. Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. Knowledge of PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and guidelines. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.
- DUTIES** : financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial Administration for all Infrastructure programmes and Projects. Budget Administration within Chief Directorate. Compliance to the Financial Policies and Prescripts in the Chief Directorate. Update and maintain a document management system for all financial documentation that complies with requirements of the Auditor General effective and efficient resource management.
- POST** : **SENIOR EDUCATION SPECIALIST- SCHOOL EFFECTIVENESS, STRATEGIES AND MONITORING Ref. DOE 36/12/2018**
- SALARY NOTCH** : **R391,677 per annum (OSD)**
- CENTRE** : **Education Resourcing and Monitoring: General/Training Phase and ECD**
- CENTRES** : **ABET - Zwelitsha**
- REQUIREMENTS** : A recognized three- or four-year qualification, which includes professional teacher education. Five 5 years' experience in the educational field. Registration with SACE as professional educator. A minimum of two years in managerial position. A valid driver's license. Good knowledge of relevant Education Legislation, Regulation and Acts. General leadership and networking skills Good strategic, project, financial, research and time management skills. Able to work under pressure in both a team and as an individual. Excellent verbal, written and communication skills.
- DUTIES** : Develop strategies to ensure functional schools within the GET sector. Support the underperforming GET schools across the province. Ensure effective planning, implementation, monitoring and evaluation of all activities. Plan and organize regular meetings/workshops/seminars for district officials and stakeholders. Develop project proposals, business plans and compile and submit reports on the activities as required. Represent the Department at National and Provincial relevant forums. Liaise with project managers / leaders within the office and other relevant stakeholders for information and consolidation of required reports. Liaise with all spheres of government on departmental issues. Draft memos and write reports. Supervise staff in the office of the Director. Monitor expenditure and analyse expenditure trends. Consolidate monthly, quarterly and annual financial and non-financial reports of the directorate. Assist with collation of inputs during the audit processes
- POST** : **SENIOR EDUCATION SPECIALIST- INTERNAL ASSESSMENT AND EXAMINATIONS MANAGEMENT GET AND FET/ABET BANDS Ref. DOE 38/12/2018**
- SALARY NOTCH** : **R391,677 per annum (OSD)**
- CENTRE** : **Joe Gqabi District – Mt Fletcher Ref. DOE 37/11/2018 and Head Office – Zwelitsha**
- REQUIREMENTS** : A recognised three- or four-year qualification, which includes professional teacher education. Five (5) years' experience in the educational field. A valid driver's license. Registration with SACE as professional educator. Computer literacy. Leadership and management skills. Excellent writing and communication skills. Efficiency in report-writing is highly recommended. Ability to organize and manage projects. Strategic



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

planning, budgeting and problem-solving skills. Sound Human Relations and Interpersonal skills. Problem-solving and analysis skills. Good interpersonal relations. Capacity to work productively under pressure. Facilitation and training skills. Investigation skills.

**DUTIES** : Manage, co-ordinate and monitor all School-Based Assessments and internal examinations activities within GET, FET and ABET. Coordinate and manage the invigilation process in 23 districts. Design and coordinate all monitoring processes for the smooth running of all examinations. Co-ordinate and monitor compliance to the assessment and examinations related policies, regulations and guidelines. Monitor the appointment and training of invigilators, monitors and examination officials in all matters pertaining to management of Assessment and Examinations. Monitor the administration of assessment and examinations processes. Coordination of examination processes and SBA verification.

**POST** : **SENIOR EDUCATION SPECIALISTS: CURRICULUM INFORMATION MANAGEMENT SYSTEMS AND RESEARCH (3XPOSTS) REF. DOE 39/12/2018**

**SALARY NOTCH** : R391,677 per annum (OSD)  
**CENTRE** : Head Office - Zwelitsha

**REQUIREMENTS** : A recognized three or four-year qualification which must include appropriate training as an educator. Five years teaching experience. A valid Code 08 driver's license. Registration with SACE. Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management.

**DUTIES** : Manage Curriculum Information in the district. Implementation of the provincial Curriculum Information Management System and Research framework. Conduct research in Curriculum related areas, including IQMS. Develop, maintain and co-ordinate Curriculum electronic databases. Prepare critical Curriculum Information for the Curriculum sub directorate. Establish links with EMIS and e-Learning. Provide information for and take part in the district strategic planning processes. Utilize the Internet as source of Information. Represent the district at provincial Curriculum Information Management System and Research forums. Ensure effective planning, implementation, monitoring and evaluation of Curriculum Information Management System and Research.

**POST** : **SENIOR EDUCATION SPECIALIST (SES): IQMS IMPLEMENTATION – EVALUATION PHASE (3 Posts) Ref. DOE 40/12/2018**

**SALARY NOTCH** : R391,677 per annum (OSD)  
**CENTRE** : Head Office - Zwelitsha

**REQUIREMENTS** : A recognized three- or four-year qualification, which includes professional teacher education. Five (5) years' experience in the educational field. Registration with SACE as professional educator. At least 5 years' experience as part of the School Management Team, School Development Team and in Whole School Development. Computer literacy (MS Word, Excel and PowerPoint) and valid driver's license. Note: Experience in training, project management and in utilising evaluation tools will be an added advantage. Competencies: Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising. Technical competencies: An understanding of how the education system works and the challenges facing educators and the employer in the South Africa education system. A clear understanding of performance evaluation, relevant collective agreements, legislation and quality management systems. Sound understanding of and insight into the Education Transformation Process.

**DUTIES** : Coordinate and manage the implementation of IQMS in the Districts. Monitor and



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

evaluate the management plan of IQMS through monthly reports. Facilitate capacity building of the IQMS coordinators and EDOs within districts. Develop a monitoring and evaluation tool in consultation with Province. Assist the Chief Education Specialist (CES) with planning, budgeting and utilisation of funds for the sub-directorate. Coordinate submission and capturing of summative scores. Coordinate and report on submission of district improvement plans. Assist the CES in liaising with relevant directorates in addressing District Improvement Plans.

**POST** : **ASSITANT DIRECTOR – LABOUR RELATIONS Ref. DOE 41/12/2018**  
**SALARY RANGE** : **R 356 289**  
**SALARY LEVEL** : **9**  
**CENTRE** : **OR Tambo Coastal District Office**

**REQUIREMENTS** : A Degree/National diploma in Human Resource Management or Labour Relations / Industrial Relations or Labour Law plus five (5) years' experience in the field of labour relations of which 3 years must be at supervisory level. A post degree qualification on the above will be an added advantage. The applicant should have basic computer literacy, skills in Microsoft Word, PowerPoint and Excel. A valid driver's license with minimum code 8. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities.

**DUTIES** : Handling of grievances, representing the employer in arbitration and disciplinary hearings. Conduct training workshops for employees on policies that have a bearing on enhancing good employer / employee relations. Work with HR, relevant units and all unions on all matters concerning conditions of employment of employees.

**POST** : **SENIOR EDUCATION SPECIALIST: CURRICULUM MANAGEMENT(GET)**  
**(8 posts)**

**SALARY NOTCH** : ***R391,677 per annum (OSD)***

**CENTRES** : Natural Science - Mount Frere Ref. DOE 42/12/2018  
Natural Science - Cofimvaba Ref. DOE 43/12/2018  
Life Orientation - Lady Frere Ref. DOE 44/12/2018  
Mathematics - Qumbu Ref. DOE 45/12/2018  
Technology - Mount Frere Ref. DOE 46/12/2018  
Maths and Maths Literacy - Qumbu Ref. DOE 47/12/2018  
Grade R - Libode Ref. DOE 48/12/2018  
Grade R - Graaf-Reinet Ref. DOE 49/12/2018

**REQUIREMENTS** : A recognized three- or four-year qualification, which includes professional teacher education. Five (5) years' experience in the educational field. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.  
**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 GET 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. Plan and organize regular meeting/workshops/seminars/training and support courses for teachers. Conduct

# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

regular on-site school support visits for school and teachers in the subject/subject field. Co-ordinate the maintenance, development, support and administration of the subject at provincial 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 utilization of extra LTSM. Develop support programmes and materials to address identified curricular needs of teachers. Ensure effective planning, monitoring, implementation and support of teacher and support monitoring and implementation of CAPS.

**POST** : **SENIOR EDUCATION SPECIALIST: CURRICULUM MANAGEMENT(GET)**  
**(8 posts)**

**SALARY NOTCH** : **R391,677 per annum (OSD)**

**CENTRES** : *English (HL & FAL) - Graaff Reinet Ref. DOE 50/12/2018*  
*Maths & Maths Literacy – Qumbu Ref. DOE 51/12/2018*  
*Services (Hospitality Studies, Consumer Studies & Tourism)*  
*East London Ref. DOE 52/12/2018*  
*Mathematics & Mathematical Literacy - East London Ref. DOE 53/12/2018*  
*IsiXhosa – Qumbu Ref. DOE 54/12/2018*  
*Geography – Qumbu Ref. DOE 55/12/2018*  
*Technical Subjects – Mthatha Ref. DOE 56/12/2018*  
*Geography – Mthatha Ref. DOE 57/12/2018*

**REQUIREMENTS** : A recognized three- or four-year qualification, which includes professional teacher education. Five (5) years' experience in the educational field. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.

**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 leadership for the co-ordination, development and implementation of the subject/field requirements in FET. • Co-ordinate the establishment and maintenance of subject/field committees. • Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. • Plan and organize regular meetings/workshops/seminars/training and support courses for teachers. • Conduct regular on-site support visits for schools and teachers in the subject/field. • Co-ordinate the provision of appropriate learner support strategies in the subject/field. • Provide leadership in the development, selection and utilization of extra LTSM in the subject/field. • Develop support programmes and materials to address identified curricular needs of teachers. • Ensure effective planning, implementation, monitoring and evaluation of curriculum policies and facilitate the participation of the district in all curriculum projects and programmes in the subject/field that are led by the national and/or provincial DoE or in conjunction with outside agencies. • Establish and manage data on schools, teachers, training and support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring and implementation of the CAPS. • Co-ordinate the maintenance, development, support and administration of the subject/field at district level. • Ensure effective planning, monitoring, implementation and support of teachers and the implementation of CAPS.

**POST** : **ASSITANT DIRECTOR – HR REGISTRY (1 Year Contract)**  
**Ref. DOE 58/12/2018**

**SALARY RANGE** : **R 356 289**

**SALARY LEVEL** : **9**

**CENTRE** : **Central Document Management Centre -East London**





# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

- REQUIREMENTS** : Minimum of National Diploma or B-Degree in Human Resources. Three (3) years' experience in a supervisory role. • Previous experience in the Public Sector • Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) • Project Management experience/qualifications would be an added advantage.  
**Skills and competencies:** • Excellent communication (verbal and written) • Proven ability to resolve problems independently. • Effective report-writing skills • Knowledge and understanding of records management and archives policies, procedures and regulations • Proven ability to work under taxing circumstances. • Ability to effectively prioritise and execute/delegate tasks • Valid driver's license • Experience with the OptiMIS document management solution would be an added advantage.
- DUTIES** : Overall planning, management and supervision of all CRMC Registry personnel and operations • Implementation of Performance Management measures over CRMC Registry personnel • Identification and escalation of risks and issues • Implementation of approved interventions to address challenges identified • Preparation and submission of regular reports • Ensure files requested are supplied timeously. • Support to ECDoE Service Desk • Maintaining NMIR standards • Maintenance and housekeeping of Central Registry.
- ENQUIRIES** : Ms S Wilson (087-8131148)
- POST** : **ASSITANT DIRECTOR – HR DIGITISATION (1 YEAR CONTRACT)**  
**Ref. DOE 59/12/2018**
- SALARY RANGE** : R 356 289
- SALARY LEVEL** : 9
- CENTRE** : **Central Document Management Centre - East London**
- REQUIREMENTS** : National Diploma or B degree in the relevant field • Three (3) years' experience in a supervisory role. • Previous experience in the Public Sector • Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook).  
**Skills and competencies:** • Excellent communication (verbal and written) • Proven ability to resolve problems independently. • Effective report-writing skills • Knowledge and understanding of records management and archives policies, procedures and regulations • Proven ability to work under taxing circumstances. • Ability to effectively prioritise and execute/delegate tasks • Valid driver's license • Previous experience of the Kofax or other digitisation systems will be a distinct advantage.
- DUTIES** : Management and supervision of daily production operations to achieve production targets • Overall planning, management and supervision of all Digitisation staff • Planning, management and maintenance of the digitisation of HR records • Analysis of production statistics and identification of areas of performance improvement • Implementation of Performance Management measures over all personnel allocated to Digitisation • Identification and escalation of risks and issues • Implementation of approved interventions to address challenges • Preparation and submission of regular reports
- ENQUIRIES** : Ms S Wilson (087-8131148)
- POST** : **PERSONAL ASSISTANT TO THE OFFICE OF CD: ISD&G Ref: DOE 60/12/18**
- SALARY NOTCH** : R242,475 per annum
- SALARY LEVEL** : 7
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification. One to three years' relevant experience in office administration inclusive of internship / learnership programmes. Language skills and the ability to communicate well with people at different levels and



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

---

from different backgrounds. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy packages such as Microsoft Excel, Power-Point, Ms Word, Internet etc). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours.

**DUTIES** : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management.

**POST** : **ADMIN OFFICER Ref: DOE 61/12/18**  
**UNIT** : **ACQUISITION AND PROCUREMENT**  
**SALARY NOTCH** : **R242,475 per annum**  
**SALARY LEVEL** : **7**  
**Centre** : **Head Office - Zwelitsha**

---

**REQUIREMENTS** : An appropriate National Public Administration Diploma or Office Management or Office Professional Certificate studies towards an undergraduate diploma or degree. A maximum of 3- 5 years in the administration work environment. Supervisory experience. Proven working knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems. Skills required: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills.

**DUTIES** : The rendering of administrative support services, Handles the procurement administration or procurement of standard items for the activities of the Sub-Section. 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. The provision of support to the Sub-Section regarding meetings. Organises workshops and strategic planning session for the Sub-Section or exhibitions at conferences and seminars. Prepare for meetings by arranging venues, refreshments, electronic equipment and coordinates logistical arrangements for meetings when required. Co-ordinate and prepare documentation packs for the Sub-Section's quarterly reports for presentation at Section/Sub-Section meetings. Scrutinise documents to determine actions/information/other documents required for meetings.

**POST** : **ADMIN OFFICER Ref: DOE 62/12/18**  
**DIRECTORATE** : Contract Management  
**SALARY NOTCH** : **R242,475 per annum**  
**SALARY LEVEL** : **7**  
**CENTRE** : **Head Office - Zwelitsha**

**REQUIREMENTS** : An appropriate National Public Administration Diploma or a Law Degree. A minimum of 5 years in the administration work environment. Proven working knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems and contract management. Skills required: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

- DUTIES** : The rendering of administrative support services. Maintaining the contract register. Checking and maintaining a comprehensive filing system of all documents. Ensuring that files and documents are entered into a database and record the incoming and outgoing documents and files and distribute the documents and files to relevant components. Controlling correspondence and keeping of records. Liaise with internal and external stakeholders. Obtains the necessary signatures on documents like service level agreements and submissions. Maintain strict confidentiality when working with documents relating to suppliers and other matters. The provision of support regarding meetings.
- POST** : **ADMIN OFFICER: MANAGERIAL SUPPORT X 3 POSTS (1 Year CONTRACT) REF. DOE 63/12/2018**
- SALARY NOTCH** : R242,475 per annum
- SALARY LEVEL** : 7
- CENTRE** : **Central Document Management Centre -East London**
- REQUIREMENTS** : Relevant National Diploma in the field • 1 - 2 years' experience in a large central HR registry. • Previous experience in the Public Sector • Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: • Excellent communication (verbal and written) • Proven ability to resolve problems independently. • Knowledge and understanding of records management and archives policies, procedures and regulations • Proven ability to work under taxing circumstances. • Ability to effectively prioritise and execute/delegate tasks • Valid driver's license would be an added advantage • Experience with the OptiMIS document management solution would be an added advantage.
- DUTIES** : Admin support to registry and digitisation managers • Leave management for CRMC staff • Monitor CRMC personnel performance and achievement of targets • Ensure adherence to policies, rules & regulations and standard operating procedures. • Identification and escalation of issues and risks.
- ENQUIRIES** : Ms S Wilson (087-8131148)
- POST** : **ADMIN OFFICER: OPERATIONS SUPERVISOR X 9 POSTS (1 Year Contract) Ref. DOE 64/12/2018**
- SALARY NOTCH** : R242,475 per annum
- SALARY LEVEL** : 7
- CENTRE** : **Central Document Management Centre -East London**
- REQUIREMENTS** : Relevant National Diploma in the relevant field • 1 - 2 years' experience in a large central HR registry. • Previous experience in the Public Sector • Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: • Excellent communication (verbal and written) • Proven ability to resolve problems independently. • Knowledge and understanding of records management and archives policies, procedures and regulations • Proven ability to work under taxing circumstances. • Ability to effectively prioritise and execute/delegate tasks • Valid driver's license would be an added advantage • Experience with the OptiMIS document management solution would be an added advantage. • Experience with the Kofax or other digitisation software would be an added advantage.
- DUTIES** : Minimum of National Diploma (NQF level 6) • 1 - 2 years' experience in a large central HR registry. • Previous experience in the Public Sector • Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook)



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

Skills and competencies: • Excellent communication (verbal and written) • Proven ability to resolve problems independently. • Knowledge and understanding of records management and archives policies, procedures and regulations • Proven ability to work under taxing circumstances. • Ability to effectively prioritise and execute/delegate tasks • Valid driver's license would be an added advantage • Experience with the OptiMIS document management solution would be an added advantage. • Experience with the Kofax or other digitisation software would be an added advantage.

**ENQUIRIES** : Ms S Wilson (087-8131148)

**POST** : **IT SUPPORT X 2 POSTS (1 YEAR CONTRACT) Ref. DOE 65/12/2018**

**SALARY NOTCH** : **R242,475 per annum**

**Salary Level** : **7**

**CENTRE** : **Central Document Management Centre -East London**

**REQUIREMENTS** : Minimum of National Diploma in Information Technology • CompTIA A+, CompTIA N+, Microsoft Certified Professional • 1 - 2 years' experience in IT • Previous experience in the Public Sector • Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: • Excellent communication (verbal and written) • Proven ability to resolve problems independently. • Proven ability to work under taxing circumstances. • Ability to effectively prioritise and execute/delegate tasks • Valid driver's license • Experience with the OptiMIS document management solution would be an added advantage. • Experience in VMWare, Microsoft Windows Server 2012 and 2016, Cisco Networking and Fortigate would be an added advantage.

**DUTIES** : Identification and escalation of issues and risks • Implementation of remedial improvement actions as approved • Monitoring of ICT personnel and their adherence to approved processes, policies and procedures • Regular communication and Reporting • Provide TIER 3 Technical Support when required • Assist in the planning and implementation of various ICT hardware and systems • Monitor and maintain physical and virtual servers, networks and backups • Monitor and maintain the use of ICT equipment and systems • Manage, supervise and support Junior ICT personnel • Install and test computers and related network hardware in a LAN/WAN environment. • Monitor security and software updates. • Provide on-site and remote technical support. • Provide emergency on-call support. • Monitor and document inventory of ICT hardware and software resources. • Assist in training best practises to users on a continuous basis.

**POST** : **ACCOUNTING CLERKS – SALARY ADMINISTRATION**

**SALARY RANGE** : **R163 563.00 per annum**

**SALARY LEVEL** : **5**

**CENTRE** : Sarah Baartman - Graaf Reinett Ref: DOE 66/12/2018  
OR Tambo Coastal - Lusikisiki Ref: DOE 67/12/2018  
Alfred Nzo East – Mbizana Ref DOE 68/12/2018

**REQUIREMENTS** : Gr 12/ NQF level 4 with no experience. Computer literacy. Knowledge of PERSAL, BAS and LOGIS.  
Good communication skills (written and verbal skills) and a good command of English language.

**DUTIES** : Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents, Collection of cash. Receive salary advices. Process advices (e.g. Check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). File all documents. 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

# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

expenditure against budget. Identify variances. Capture and allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments

**POST** : **DATA CAPTURERS X 9 POSTS (1 YEAR CONTRACT)**  
**REF: DOE 69/12/2018**

**SALARY RANGE** : **R163 563.00 per annum**

**SALARY Level** : **05**

**CENTRE** : **Central Document Management Centre - East London**

**REQUIREMENTS** : Matric /NQF Level 4 qualification • 1 years' experience in a large central HR registry. Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: • Excellent communication (verbal and written) • Knowledge and understanding of records management and archives policies, procedures and regulations • Proven ability to work under taxing circumstances. • Experience with the OptiMIS document management solution would be an added advantage. • Experience with the Kofax or other digitisation software would be an added advantage.

**DUTIES** : To execute all instructions of CRMC Registry and Digitisation Supervisors relating to the operations of the CRMC • Receiving, sorting and ordering of new HR documents from districts and head office • Barcoding of new HR documents received as needed • Ensuring digitised images of are good quality • Correction incorrectly classified HR documents and/or metadata fields (in accordance with the Department's File structure) • Perform quality assurance of storage boxes/ box files • Identification of issues and escalation of issues and risks • Special/ad-hoc Registry tasks • Ensure adherence to policies, rules & regulations and standard operating procedures.

**POST** : **ADMIN CLERK X 14 POSTS (1 Year Contract) Ref: DOE 69/12/2018**

**SALARY RANGE** : **R163 563.00 per annum**

**SALARY LEVEL** : **05**

**CENTRE** : **Central Document Management Centre - East London**

**REQUIREMENTS** : Matric /NQF Level 4 qualification • Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook). Knowledge of Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Skills and competencies: • Excellent communication (verbal and written) • Knowledge and understanding of records management and archives policies, procedures and regulations • Proven ability to work under taxing circumstances. • Experience with the OptiMIS document management solution would be an added advantage. • Experience with the Kofax or other digitisation software would be an added advantage.

**DUTIES** : Render general clerical support services. \* Record, organise, 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. 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) 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 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.





# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

**POST** : **CLEANERS X 4 POSTS (1 Year Contract) Ref: DOE 70/12/2018**  
**SALARY RANGE** : R 96 549 per annum  
**SALARY LEVEL** : 02  
**CENTRE** : Central Document Management Centre - East London

**REQUIREMENTS** : ABET level 4 or NQF 1- 3 • **Skills and competencies:** • Excellent communication (verbal) • Knowledge and understanding of records management and archives policies, procedures and regulations.

**DUTIES** : Cleaning offices corridors, elevators and boardrooms. Dusting waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Freshen the office areas. Clean general kitchen by: Wash and keep stock of kitchen utensils. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum etc). Request cleaning materials.

**POST** : **CLEANERS (2 POSTS) Ref: DOE 70/12/2018**  
**SALARY RANGE** : *R96 549 per annum*  
**SALARY LEVEL** : 02  
**CENTRE** : **SCM Auxiliary Services ORTC**  
**REQUIREMENTS** : ABET level 4 or NQF 1- 3 • Skills and competencies: • Good communication skills (written and verbal skills) and a good command of English language

**DUTIES** : Cleaning offices corridors, elevators and boardrooms. Dusting waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Freshen the office areas. Clean general kitchen by: Wash and keep stock of kitchen utensils. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwaves, vacuum etc). Request cleaning materials.

**POST** : **GENERAL WORKERS X 16 POSTS (1 Year Contract)**  
**Ref: DOE 71/12/2018**

**SALARY RANGE** : *96 549 per annum (Level 02)*  
**CENTRE** : **Central Document Management Centre - East London**

**REQUIREMENTS** : ABET level 4 or NQF 1- 3 • 1 years' experience in a large central HR registry. Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: • Excellent communication (verbal and written) • Knowledge and understanding of records management and archives policies, procedures and regulations • Experience with the OptiMIS document management solution would be an added advantage. • Experience with the Kofax or other digitisation software would be an added advantage.

**DUTIES** : To execute all instructions of CRMC Registry and Digitisation Supervisors relating to the operations of the CRMC • Registry operations including: Picking of files and loose correspondence, sorting of documents, File



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 23 of 2018  
CLOSING DATE: 14 DECEMBER 2018

retrieval and Registry Maintenance •Perform any other activities as instructed by Supervisors •Identification and escalation of issues and risks

**CLOSING DATE** : **14 December 2018.**

Applications received after closing date will not be considered. No faxed applications will be accepted.

To obtain more information on requirements and functions: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**All other applications must be forwarded through one of the following options:**

## DEPARTMENT OF EDUCATION

All application within Head Office should be directed to the Department of Education - Eastern Cape, Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration

**NB\* All positions within Districts should be directed to Districts as follows:** **Alfred Nzo East-Mbizana**, Mr A Mpupu, Tel: 039-2510279/ 0063, Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800; **Alfred Nzo West-Mount Frere**, Mr. L Mtatyana, Tel: 039 - 2550005, Address: P/B X 9001 Mount Frere 5090; **Maluti** - Mr L.E. Mtatyana, Tel: 039-2560111/ 0594, Address: P/B X 1835 Matatiele 4730; **Amathole East- Butterworth**, Mr T Mxotwa, Tel: 047- 4911070/ 0646, Address: P/B X 3019 Butterworth; **Dutywa** - Mr T Mxotwa, Tel: 047- 4892247/5044, Address: P/B X 1203 Dutywa 5000; **Amathole West- Fort Beaufort**, Ms P Futshane, Tel: 046- 6452964 Address: P/B X 2041 F.B.T; **Buffalo City Metro - East London**: Mr EG Klaasen Tel: 043-7600862/542 Address: P/B X 9007 East London 5200; **King William's Town** Mr EG Klaasen Tel: 043- 6043218/ 3221 Address: P/B X 0055 K.W.T; **Chris Hani East- Ngcobo** Mr AT Fetsha Tel: 047- 5481004/1099 Address: P/B X 214 Engcobo 5050; **Cofimvaba** Mr AT Fetsha Tel: 047-8740744 Address: P/B X 1229 Cofimvaba; **Chris Hani West - Queenstown** Mr H.N. Godlo Tel: 045-8083000 Address: P/B X 7053 Queenstown 5320; **Lady Frere** Mr. HN Godlo Tel: 047 -8780009/0229 Address: P/B X 1152 Lady Frere 5410; **Cradock** Mr. HN Godlo Tel: 048 -8018639 Address: P/B X 82 Cradock 5880; **Joe Gqabi - Sterkspruit** Mr N Magadu Tel: 051-6111380/ 0064 Address: P/B X 5026 Sterkspruit 9762; **Mount Fletcher** Mr N Magadu Tel: 039- 2570963 Address: P/B X 1133 Mount Fletcher; **Nelson Mandela Bay- Port Elizabeth** Mr Gorgonzola Tel: 041-4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056; **Uitenhage** Mr Gorgonzola Tel: 041-9954000/2 Address: P/B X 64 Uitenhage 6200; **OR Tambo Coastal - Libode** Mr V Joseph Tel: 047-5324704 Address: P/B 518 Libode 5160; **Lusikisiki** Mr V Joseph Tel: 039 - 2531065 Address: P/B X 1010 Lusikisiki 4820; **OR Tambo Inland Mthatha** Ms LN Dyodo Tel: 047- 5024272/4225 Address: P/B X 5003 Mthatha 5100; **Qumbu** Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Address: P/B X 466 Qumbu 5180; **Sarah Baartman - Graaff Reinet** Mr N.R.W. De Bruyn Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280; **Grahamstown** Mr De Bruyn Tel: 046- 6229310 Address: P/B X 1001 Grahamstown 6140

**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 as well as originally SAPS/Post Office/Commissioner of Oath certified copies of all qualification(s) [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). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply.**