



Province of the  
**EASTERN CAPE**  
EDUCATION

OFFICE OF THE HEAD: EDUCATION  
Steve VukileTshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**THE EASTERN CAPE DEPARTMENT OF EDUCATION HAS THE FOLLOWING INTERESTING VACANCIES AVAILABLE.**

**CIRCULAR NUMBER 7 JULY 2020**

- 1) This circular is issued in terms of recruitment measures contained in the PAM, chapter B 5.2 and in this regard it is important to note that the Public Service is an **EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER**.
- 2) The contents of this circular must without delay be brought to the notice of all eligible candidates. All potential candidates who may qualify for posts in this circular must be notified, even if they are absent from their normal places of work. The Department calls upon all interested eligible candidates to apply for vacancies advertised in this circular.

**DIRECTIONS TO CANDIDATES**

- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae **must** accompany this form. Applicants **must** quote on their application the number of this circular, post numbers and district where the vacancy is. Only candidates who in all respects meet the advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application has been unsuccessful.
- 4) **Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office - Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bisho 5605.**
- 5) Applicants requiring additional information are welcome to direct their queries to the officials as indicated below the post.

**NOTE!!!** No **faxed** or **late** applications will be considered.

**Closing date: 10 August 2020**

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**SUPERINTENDENT - GENERAL**

 building blocks for growth

21/07/2020  
\_\_\_\_\_  
**DATE**



*Ikamva eliqaqambileyo!*

**General requirements** for CES, DCES and SES posts: A recognized three or four-year qualification (REQV 14) which includes professional teacher education. Nine years' experience in educational field for CES, eight years' experience in the educational field for DCES and five years' experience in the educational field for SES. A valid driver's license. Registration with SACE. Computer literacy.

- Salary Scale CES: All Inclusive package of R 909000 – R1 403 958 per annum (Salary level 12 OSD)
- Salary Scale DCES: R511752 – R992 719 per annum (Salary level 10 OSD)
- Salary Scale SES: R415245– R935193 per annum (Salary level 9 OSD)

### **CHIEF EDUCATION SPECIALIST – LABOUR RELATIONS**

**CENTRE: JOE GQABI(Re-advertisement) - DOE-LR 01/07/2020**

**CENTRE: ALFRED NZO EAST - DOE-LR 02/07/2020**

**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.

**KPA's:** 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.

**Enquiries: Mr. S Mnguni Tel No: (040) 608 4562.**

### **CHIEF EDUCATIONAL SPECIALIST(CES): EDUCATIONAL SOCIAL SUPPORT SERVICES(ESSS)**

**CENTRE: ALFRED NZO EAST(Mbizana) – DOE 03/07/19**

**Competencies/Skills:** Good knowledge of relevant education Legislation, Regulation, Acts, Agreements, Policies, Associated Schedules and Procedures. Proven management and leadership skills. Sound communication, negotiation, conflict and strategic management skills. The ability to coordinate and collaborate with internal stakeholders. Ability to work independently as well as in a Team. Good written and verbal communication skills. Proficiency in Computer Literacy is essential (MS Word, Outlook, Excel, and PowerPoint).

**KPA's:** Coordinates the implementation of Education Social Support Services (**School Nutrition Programme; Inclusive Education; School Health; School Enrichment Programmes and Scholar Transport Services, Hostels, Independent and Home schooling**) in the District Offices as mandated by relevant Chief Directorates. To manage and report on budget utilization in respect of Education Social Support Services in the District. Oversee that Staff at all levels District Offices are adequate to ensure efficient and effective support to institutions. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Manage the Performance and Management Systems (PMDS) in the section. Coordinate and monitor the programs and strategies of the department within the District. The Implementation and monitoring of departmental policies and strategies. Manage stakeholders and other interested parties in the District, coordinate and support District and institutions on physical resources. Case management: coordinates and management of

the implementation decisions by the Department. Participate in all District Programmes that enhance teaching and learning. Manage and coordinate the collection of data and information to facilitate district support.

**Enquiries: District Directors: List of Addresses attached**

**CHIEF ENGINEER (CIVIL) (Re-advertisement)**  
**SALARY NOTCH: R1,042,827 per annum (OSD)**  
**CENTRE: Head Office - Zwelitsha**  
**REF: DOE-CE 04/07/2020**

**Requirements:** A university degree in Engineering. Registration with ECSA as a Professional Civil/Structural Engineer. Valid driver's license. Computer literacy. Minimum of Six Years' experience post qualification. 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. Technical Competence requirements as per OSD requirements issued by DPSA

**KPA's:** Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of planning and Maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

**Enquiries: Mr Tsepo Pefole (083 683 1319)**

**QUANTITY SURVEYOR X 2 POSTS (Re-advertisement)**  
**SALARY NOTCH: R618,732 per annum (OSD)**  
**CENTRE: OR TAMBO INLAND(MTHATHA) Ref. DOE-QS 05/07/2020**  
**CENTRE: SARAH BAARTMAN(GRAHAMSTOWN) Ref. DOE-QS 06/07/2020**

**Requirements:** University Degree in Quantity Surveying and/or equivalent qualification. Registration with SACQSP as a professional Quantity Surveyor. Valid driver's license. Computer literacy. Minimum of Three Years' experience post qualification.

**KPA's:** Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity

surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education 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

**Enquiries: Mr Tsepo Pefole (083 683 1319)**

**ARCHITECT x 2 POSTS (Re-advertisement)**

**SALARY NOTCH: R 618,732 per annum (OSD)**

**CENTRE: CLUSTER A MTHATHA Ref. DOE-QS 07/07/2020**

**CENTRE: CLUSTER B GRAHAMSTOWN Ref. DOE-QS 08/07/2020**

**Requirements:** Bachelor of Architecture or equivalent as recognized 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 license. Computer literacy

**KPA's:** 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 realize 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.

**Enquiries: Mr Tsepo Pefole (083 683 1319)**

**STAFF NURSE: DISTRICT OFFICES (20 Posts)****REMUNERATION PACKAGE: GRADE 1 R171 381 – 297 825 PER ANNUM**

**Requirements:** Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Enrolled Nurse. Less than 3 years' appropriate/recognisable Nursing experience after registration with the SANC as Staff Enrolled Nurse

**KPA's:** Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic communication with patients, supervisors and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
O R TAMBO INLAND	EFATA SPECIAL	DOE-SN 09/07/2020	200401369	2
ALFRED NZO WEST	ZAMOKUHLE SPECIAL	DOE-SN 10/07/2020	200501311	1
NELSON MANDELA	KHANYISA SPECIAL	DOE-SN 11/07/2020	200100892	1
ALFRED NZO WEST	SIVE SPECIAL	DOE-SN 12/07/2020	200501449	1
NELSON MANDELA	REUBIN BIRIN SPECIAL	DOE-SN 13/07/2020	200100648	1
BUFFALO CITY	ST THOMAS SPECIAL	DOE-SN 14/07/2020	200200819	1
JOE QABI	ANTOS SPECIAL	DOE-SN 15/07/2020	200600014	1
BUFFALO CITY	VUKUHAMBE SPECIAL	DOE-SN 16/07/2020	200200886	1
O R TAMBO INLAND	IKHWEZI LOKUSA SPECIAL	DOE-SN 17/07/2020	200400275	1
ALFRED NZO EAST	VUKUZENZELE SPECIAL	DOE-SN 18/07/2020	200501280	1
ALFRED NZO WEST	NOLITHA SPECIAL	DOE-SN 19/07/2020	200501451	1
CHRIS HANI EAST	KANYISA-CALA SPECIAL	DOE-SN 20/07/2020	200600319	1
O R TAMBO COASTAL	SIGCAU SPECIAL	DOE-SN 21/07/2020	200501591	1
ALFRED NZO WEST	NOMPUMALANGA SPECIAL	DOE-SN 22/07/2020	200501355	1
O R TAMBO INLAND	TSOLO SPECIAL	DOE-SN 23/07/2020	200401385	1
NELSON MANDELA	QUEST SPECIAL	DOE-SN 24/07/2020	200100642	1

JOE GQABI	MT FLETCHER SPECIAL	DOE-SN 25/07/2020	200501604	1
NELSON MANDELA	LONWABO SPECIAL	DOE-SN 26/07/2020	200100969	1
BUFFALO CITY METRO	ST PATRICKS SMH	DOE-SN 27/07/2020	200400275	1

**NOTE: CANDIDATES WILL BE REQUIRED TO UNDERGO PSC VERIFICATION**

Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

**INSTRUCTION TO CANDIDATES**

Note: Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service

Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. Only shortlisted candidates will be contacted. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply. Please note that communication will be limited to the short-listed candidates only.

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

**Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office - Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhishe 5605. A list with addresses of District Offices is attached:**

**ANNEXTURE A**

<p><b>Alfred Nzo East</b></p>	<p><b>Mbizana</b> <b>Mr A Mpupu</b>  Tel: 039 2510279/2510063 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800</p>		
<p><b>Alfred Nzo West</b></p>	<p><b>Mount Frere</b> <b>Mr M Mbangeni(Acting)</b>  Tel: 039 – 2550005  Fax: 039 - 2550005  Address: P/B X 9001  Mount Frere 5090</p>	<p><b>Maluti</b> <b>Mr M Mbangeni(Acting)</b>  Tel: 039 2560111/2560594 Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730</p>	
<p><b>Amathole East</b></p>	<p><b>Butterworth</b> <b>Mr VV Mkentane</b>  Tel: 047 4911070/4910646 Fax: 047 4910655  Address: P/B X 3019  Butterworth</p>	<p><b>Dutywa</b> <b>Mr VV Mkentane</b>  Tel: 047 4892247/4895044 Fax: 047 4891148  Address: P/B X 1203  Dutywa 5000</p>	
<p><b>Amathole West</b></p>	<p><b>Fort Beaufort</b> <b>Ms P Futshane</b>  Tel: 046- 6452964  Fax: 046- 6452783  Address: P/B X 2041  Fort Beaufort</p>		
<p><b>Buffalo City Metro</b></p>	<p><b>East London</b></p>	<p><b>King Willam’s Town</b></p>	

	<b>Ms N Fikeni</b> Tel: 043-70862/7600542 Address: P/B X 9007 East London	<b>Ms N Fikeni</b> Tel:0436043218/6043221/ 2 Fax: 043- 6425896 Address: P/B X 0055 King Williams Town	
<b>Chris Hani East</b>	<b>Ngcobo</b> <b>Mr Mshotana(Acting)</b> Tel: 047-5481004/1099 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050	<b>Cofimvaba</b> <b>Mr Mshotana(Acting)</b> Tel: 047 -8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba	
<b>Chris Hani West</b>	<b>Queenstown</b> <b>Mr NRW De Bruyn</b> Te l: 045-8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320	<b>Lady Frere</b> <b>Mr.NRW De Bruyn</b> Tel: 047 - 8780009/8780229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410	<b>Cradock</b> <b>Mr.NRW De Bruyn</b> Tel: 048 –8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880
<b>Joe Gqabi</b>	<b>Sterkspruit</b> <b>Mr VN Mabece</b> Te l: 051 6111380/6110064 Fax: 051 110043/6342009 Address: P/B X 5026 Sterkspruit 9762	<b>Mount Fletcher</b> <b>Mr VN Mabece</b> Te l: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 Mount Fletcher	
<b>Nelson Mandela Bay</b>	<b>Port Elizabeth</b> <b>Mr E Gorgonzola</b> Tel: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915 North End Port Elizabeth 6056	<b>Uitenhage</b> <b>Mr E Gorgonzola</b> Tel: 041- 9954000/2 Fax: 041 - 9227659 Address: P/B X 64 Uitenhage 6200	



<b>OR Tambo Coastal</b>	<b>Libode</b>  <b>Mr Dyasi</b>  Tel: 047-5324704  Fax: 047-5323505  Address: P/B 518 Libode 5160	<b>Lusikisiki</b>  <b>Mr Dyasi</b>  Tel: 039 2531065  Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820	
<b>OR Tambo Inland</b>	<b>Mthatha</b>  <b>Ms F Makrwede(Acting)</b>  Tel: 047- 5024272/4225 Fax: 047-5323339  Address: P/B X 5003 Mthatha 5100	<b>Qumbu</b>  <b>Ms F Makrwede(Acting)</b>  Tel: 047- 5420210 / 12 Fax: 047-5530180  Address: P/B X 466  Qumbu 5180	
<b>Sarah Baartman</b>	<b>GraaffReinet</b>  <b>Mr RH Godlo</b>  Tel: 049- 8072202  Fax: 049 - 8925281 Address: P/B X 726  Graaff-Reinet 6280	<b>Grahamstown</b>  <b>Mr RH Godlo</b>  Tel: 046- 6229310  Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140	