

DEPARTMENT OF EDUCATION

DEPUTY DIRECTOR GENERAL: FINANCIAL MANAGEMENT/CHIEF FINANCIAL OFFICER

*Salary Notch: R1 521 591 per annum (Level 15) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty. **NB: There is already male representation at this SLMC level; this post is therefore reserved for designated groups: woman, youth and the disabled.***

Ref: ECDOE DDG-CFO/10/2020

Centre: Head Office - Zwelitsha

REQUIREMENTS: A Senior Certificate, NQF 8 degree in Accounting, Financial Management or Auditing as recognized by SAQA in any of the aforementioned areas or Management Sciences • 8 to 10 years' relevant experience in the financial management domain at senior management level. Pre-entry SMS certificate as directed by DPSA . Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Code 08 Drivers' License (except disabled applicants). Note: Registration as a Chartered Accountant (SA) or with a relevant professional body will be advantageous. Competencies: Strategic Capability and Leadership • People Management and Empowerment • Programme and Project Management • Candidates must submit with their comprehensive CVs any Project that they have initiated, implemented and executed to its logical conclusion, where beneficiation of clients/ public is clearly demonstrated through apt Financial Management • Change Management • Knowledge Management • Service Delivery Innovation • Problem Solving and Analysis • Client Orientation and Customer Focus • Communication Technical Competencies: PFMA legislative and SCM regulatory framework • Departmental policies and procedures • Annual financial statements • Performance report • Business and project financial planning • MTEF budgeting process.

DUTIES : Strategically manage and direct the development, maintenance and implementation of the departmental financial and supply chain management policy frameworks, systems, instruments and delegations • Support the head of department and executive managers with the development of the Strategic Plan and annual performance plans • Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Finance Management Act, 1999 and the Treasury Regulations • Strategically direct processes to ensure that the all departmental accounting systems and practices are compliant with GRAP and GAAP and audit standards • Account for the effective, efficient and economical performance of the departmental financial and supply chain management systems • Manage and account for the development and implementation of the Department's Budget and Annual Procurement Plan inclusive of managing the monitoring/ evaluation thereof and reporting thereon • Manage processes to ensure the strengthening of the internal control environment • Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental monetary and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services • Manage the development of the Branch's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment • Provide technical advice to the head of department pertaining to strategic, financial and physical resource matters • Liaise on behalf of the accounting officer with the National and Provincial Treasuries • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development financial and supply chain practitioners.



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 08 OF 2020_21
CLOSING DATE: 13 NOVEMBER 2020 @ 13H00

Enquires: Mr. TS Kojana (040 608 4508)

DIRECTOR: FACILITIES, SECURITY AND RECORDS MANAGEMENT

Salary Notch: R1 057 326 per annum (Level 13) (Inclusive package) The successful candidate will be required to sign a performance agreement. NB: There is already male representation at SMS level in this Chief Directorate; this post is therefore reserved for designated groups: woman, youth and the disabled.

Ref: ECDOE D-FSR/10/2020

Centre: Head Office - Zwelitsha

Requirements: NQF 7 degree in Management Sciences/ Public Administration/Records Management. Five years' experience at Deputy Director Level in any area relating to the provision of office support services. Pre-entry SMS certificate as directed by DPSA. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure and resolve conflict. Must have a valid code 08 driver's license (except disabled applicants) and willingness to travel.

Competencies: Facilitation, problem solving, communication (written and verbal), Project Management, Applied Strategic Thinking, Budgeting and Financial Management, In depth understanding of legislative framework that governs the Public Service; Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management , Develop Others, Financial Management , Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

Responsibilities: Provide strategic direction to the Directorate including the development of policies, strategies and processes with regards to provisioning of records management, registry, reproduction, office support, security management services and facilities management. Maintain Standard Service Level Agreements (SLA) for the execution of Corporate Support Services activities including records management, facilities and securities management; Ensure that the regulatory requirements of all statutory bodies are met. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Provide necessary data analysis surrounding the cost to operate and maintain records management systems, security management systems and facilities management, Design and codify process flows, operating principles and protocols to ensure the implementation of efficient, high-quality operational processes, Work closely with other state organs to develop processes and system to ensure the Department's operational needs are being met, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates , Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management , maintenance and safekeeping of assets.

Enquiries: Mr. T Masoeu (040-608 4709)



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 08 OF 2020_21
CLOSING DATE: 13 NOVEMBER 2020 @ 13H00

DIRECTOR: CORPORATE PLANNING, MONITORING, REPORTING, POLICY AND RESEARCH CO-ORDINATION

Salary Notch: R1 057 326 per annum (Level 13) (Inclusive package) The successful candidate will be required to sign a performance agreement. NB: There is already male representation at SMS in this Chief Directorate; this post is therefore reserved for designated groups: woman, youth and the disabled.

**Ref: ECDOE D-CP/10/2020
Centre: Head Office - Zwelitsha**

Requirements: NQF 7 Degree in Management Sciences, Public Administration or Social Sciences. Five years' experience at Deputy Director Level relating to Strategic Management, Planning frameworks, Policy Analysis, Research Co-ordination; and relevant legislation and plans, monitoring and evaluation. . Pre-entry SMS certificate as directed by DPISA. Ability to work under pressure and to manage strict deadlines. Must have understanding of the audit processes and how it relates to planning and reporting compliance and improvement. Must have a valid code 08 driver's license (except disabled applicants) and willingness to travel.

Competencies: Report writing, Research, Facilitation, problem solving, communication (written and verbal), Project Management, Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management , Develop Others, Financial Management , Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications , Problem Solving and Decision Making, Negotiations, Continuous Improvement.

Responsibilities: Provide strategic direction to the Directorate including advise on planning, policy, research, reporting and performance information management, audit innovations and improved institutional compliance and performance. Develop the Five-Year Strategic Plan, APP and related plans which are aligned to the NDP, MTSF and PMTSF. Facilitate, consolidate, compile and submit strategic information and support the Department. Develop and maintain strategic planning and audit improvement standard operating procedures, policy and reporting guidelines. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Manage the provisioning of departmental research and policy coordination services. Provide technical support with the development of briefings, speeches, papers and communication inputs. Research strategic issues and publish research products. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates , Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Mr. T Masoeu (040-608 4709)

DIRECTOR: STAKEHOLDER MANAGEMENT

PROVINCE OF THE EASTERN CAPE

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CLOSING DATE: 13 NOVEMBER 2020 @ 13H00

Salary Notch: R1 057 326 per annum (Level 13) (Inclusive package) The successful candidate will be required to sign a performance agreement

Ref: ECDOE D-SM/10/2020

Centre: Head Office - Zwelitsha

Purpose: To manage the provisioning of stakeholder management and citizen care services

Minimum Requirement: NQF 7 Degree in a Stakeholder Management related field. A minimum of 5 years' experience at MMS (Deputy Director) level within an environment where Stakeholders were the main responsibility. Pre-entry SMS certificate as directed by DPSA. A valid code 08 driver's license is essential. The candidate must be multilingual and must have proficient competence in one of the two official indigenous African languages of the Eastern Cape to better serve the majority stakeholder population of the province.

KPA`s: Organising and rendering of all parliamentary services and facilitate community involvement in Education. Render support to all ministerial mandates, lead projects and community outreach programmes. Manage all statutory and non-statutory councils established by the MEC. Coordination of partnerships and donor funding/funded projects for education reform and improved quality. Coordination of Inter-Governmental Relations. Ensure the provisioning of stakeholder management services: Develop and maintain an inventory of all stakeholder's contact details. Facilitate stakeholder's interaction. Identify critical messages that must be communicated to the stakeholders. Facilitate the communication of executive decisions regarding departmental policy changes. Provide strategic leadership on the management and facilitation of the stakeholder interaction: Ensure the coordination of stakeholders' needs assessment surveys. Ensure the provisioning of secretariat services to the stakeholder's engagement sessions. Manage the mobilisation of stakeholders for engagement sessions. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: Dr N Mbude (040-6084028)

DIRECTOR: INSTITUTIONAL DEVELOPMENT AND OVERSIGHT

Salary Notch: R1 057 326 per annum (Level 13) (Inclusive package) The successful candidate will be required to sign a performance agreement. NB: There is already male representation at SMS level in the Chief Directorate; this post is therefore reserved for designated groups: woman, youth and disabled.

Ref: ECDOE D-ID&O/10/2020

Centre: Head Office - Zwelitsha

Purpose: To coordinate institutional development and education delivery oversight.

Minimum Requirement: A Senior Certificate, NQF 7 Degree in Public Management/Economics or Education Leadership, Management, Monitoring and Evaluation. A minimum of 5 years' experience at MMS (Deputy Director) level within environment. . Pre-entry SMS certificate as directed by DPSA. A valid code 08 driver's license is essential (with the exception of disabled applicants).

Experience as a teacher for not less than ten years, working in a functional school with quality learner outcomes. It would be beneficial if this person has experience as a Circuit Manager.

KPA`s: To manage institutional development by developing and monitoring policies on circuit management and functioning. Capacitate Circuit Managers on aspects of monitoring schooling for

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effectiveness including corporate management which supports teaching environment. Ensure that Circuit Managers are skilled enough to work productively, enhancing teaching and learning in a stakeholder environment. Manage the development and monitoring of policies for leadership and performance of schools. Manage the implementation of EDC's and education programmes. Manage and evaluate interventions, Learning Attainment Improvement Strategy (LAIS), Vacation schools. Manage service delivery oversight. Ensure stabilizing district education delivery environment. Manage district capacitation and support.

Enquiries: Mr. M Gaca (040-6084350)

OTHER POSTS

DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES

*Salary Notch: R1 521 591 per annum (Level 15) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty. **NB: There is already male representation at this SLMC level; this post is therefore reserved for the designated groups: woman, youth and the disabled.***

Ref: ECDOE DDG-CS/10/2020

Centre: Head Office - Zwelitsha

REQUIREMENTS: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have

- A senior Certificate, NQF 8 degree in Human Resource Management/ Public Management/Public Administration / related qualification in the field of Social Sciences
- 8-10 years' experience at the senior management level in Human Resource Management, Corporate Services or related field. Pre-entry SMS certificate as directed by DPSA
- Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations
- Good understanding of the PFMA
- Good understanding of the Public Service Regulatory Framework
- Ability to work in cross-functional projects/teams
- Excellent coordination and project management skills. Candidates together with their CV, must submit any Project that they initiated, executed and taken to its logical conclusion in the last 3 years; clearly demonstrating the beneficiation of the public through apt Corporate Services Management
- Good understanding of Government policies and initiatives and the role of information in Government decision-making process
- Demonstrated strategic, operational and project management ability and experience
- Experience in leading and managing transformation, change and diversity
- Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.
- Exceptional written, communication skills and report writing skills
- Well-developed research skills and must include why research is important for decision making in Corporate Services
- Negotiation and interpersonal skills
- Solid experience in the Microsoft Office Suite
- A Valid driver's license (with exception of disabled applicants).

KEY PERFORMANCE AREAS: As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of ECDOE programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the ECDOE and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of Information and Communication Technology (ICT) strategies and solutions aligned to the Department's overall strategy. Ensure the effective implementation and support of Enterprise Risk Management within the Department. Ensure a

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professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a Unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the ECDOE in relevant fora.

ENQUIRIES: Mr TS Kojana TEL: (040) 608 7016

DEPUTY DIRECTOR GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT

Salary Notch: R1 521 591 per annum (Level 15) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

Ref: ECDOE DDG-IOM/10/2020

Centre: Head Office - Zwelitsha

REQUIREMENTS : Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have • A Senior Certificate, NQF 8 degree in Education Management • 8-10 years' experience at the senior management level within Education Sector • . Pre-entry SMS certificate as directed by DPSA. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations • Good understanding of the PFMA • Good understanding of the Public Service Regulatory Framework • Ability to work in cross functional projects/teams • Excellent coordination and project management skills • Good understanding of Government policies and initiatives and the role of information in Government decision-making process • Demonstrated strategic, operational and project management ability and experience • Experience in leading and managing transformation, change and diversity • Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. • Exceptional written, communication skills and report writing skills • Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management • Candidates must submit with their comprehensive CVs, any Project that they have initiated, implemented and executed to its logical conclusion; demonstrating clearly beneficiation to the schooling community through apt Institutional Operations Management in the last 3 years. Analytical thinking, problem solving and conflict resolution skills • Well-developed research skills • Negotiation and interpersonal skills • Solid experience in the Microsoft Office Suite • A Valid driver's license (with exception of disabled applicants).

KEY RESULTS AREAS: Provide strategic leadership, administration, management and governance support of 2 cluster offices and 12 Education Districts and all institutions therein. Manage performance standards of 2 Cluster Offices and 12 Education Districts. Ensure establishment and maintenance of accountability systems in Cluster Offices, Districts and Circuits in Support of curriculum delivery, assessments, teaching and learning in all institutions. Provision of educational opportunities and access to education. Management of school Functionality programmes. District Improvement Plans and intervention programme in the Districts. Support the implementation of Education Transformation Plan of the schooling system. Ensure coordination of provisioning of quality teaching and learning in public schools. Ensure the coordination of consistent implementation of a standard /uniform mode of operation for schools. Ensure coordination of consistent implementation of corporate services in Cluster offices to support Teaching and Learning.



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Manage the coordination on the implementation of norms, standards for HR related policies. Ensure management of physical resources in line with the Division of Revenue Act. Ensure development and resourcing of education institutions. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the determination of school resourcing needs. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Provide strategic leadership in the coordination of Education Operations and delivery oversight. Ensure provisioning of education management information services. Ensure management of school mapping services and coordination of rural education. Manage the promotion of institutional efficiency and quality standards for effective teaching and learning. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: Mr TS Kojana TEL: (040) 608 7016

DIRECTOR FINANCIAL ACCOUNTING SERVICES

Salary Notch: R1 057 326 per annum (Level 13) (Inclusive package) The successful candidate will be required to sign a performance agreement

Ref: ECDOE D-FA/10/2020

Centre: Head Office - Zwelitsha

Requirements: A Senior Certificate, (NQF 7) Degree in Commerce/ Accounting/ Economics as recognised by SAQA. A minimum 5 years' experience at a middle management (Deputy Director) level obtained in an Accounting environment. . Pre-entry SMS certificate as directed by DPSA. Knowledge of accounting standards, i.e. IAS, IFRS, IPSAS, GRAP • Knowledge and experience of the PFMA, MFMA, TR and other relevant government prescripts. Knowledge of the PFMA and Treasury Regulations Understanding of relevant Public Service Regulations. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis Self –driven and ability to meet deadlines. Knowledge of: Data analysis, Matrix Management, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint and Outlook and Internet. A valid driver's license (with the exception of disabled applicants).

KPA's: Management of clearance of all suspense account and processing of correct journal entries. Management of revenue services and debt management function and monitoring of all cashier and banking services function. Provision of Asset Accounting services, provision of accounting reporting services. Monitor the implementation of audit recommendations and assist in the management of Financial Information System function including the management of ECDoE entity database. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: Ms. X Kese Tel No: (040-608 4709)

CHIEF ENGINEER (CIVIL)

Salary Notch: R1,042,827 per annum (OSD)

Centre: INFRASTRUCTRE DELIVERY MANAGEMENT (Dora Funded) - Zwelitsha

Ref. ECDOE CE/10/2020

NB: There is male representation at SMS in this Chief Directorate; this post is therefore reserved for designated groups: woman, youth and the disabled.

Requirements: A university degree in Engineering. Registration with ECSA as a Professional Civil/Structural Engineer. Valid driver's license (except for disabled applicants). Computer literacy.



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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. T Pefole (040-608 4246)

ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION

Salary Notch: R376,596 per annum (Level 9)

Centre: Physical Resource Planning (Dora Funded) – Zwelitsha

NB: There adequate male representation in this Chief Directorate, this post is therefore reserved for designated groups: woman, youth and the disabled.

Ref: ECDOE AD-PA/10/2020

Requirements: A Senior Certificate, NQF 7 Degree in Real Estate or Property Management. Valid driver's license. Computer literacy. Minimum of Three Years' post qualification experience at a level of supervisor (salary level 7 or 8). 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.

KPA's: Collect 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. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal 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. Undertake all deeds searches to validate ownership of land before planning for buildings are finalized. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the



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use of utilities. Collect and validate information for 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 utilization of utilities by Facilities.


Enquiries: Mr. T Pefole (040-608 4246)

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

APPLICATIONS: Forward your application, stating the relevant reference number to: Superintendent-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho,5605 or hand-deliver at Steve Vukile Complex, Zone 6 Zwelitsha, for attention Ms NP Sipahlanga.

CLOSING DATE: 13 November 2020 @ 13h00.

NOTES: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.



MR. N TSHIBO
CD: HRM&D

16/10/2020
DATE

