



## **EASSTERN CAPE DEPARTMENT OF EDUCATION**

### **INTERNAL VACANCIES 03 of 22/23**

**Closing Date: 4 March 2022**

**PROJECT OFFICER (CONTRACT)**  
**(Period: 1 April 2022 to 31 March 2023)**

**Salary Notch: R382,245 per annum plus 37% in lieu of benefits (Level 9)**  
**Programme: HIV/AIDS Life Skills Conditional Grant**

**Centre: Provincial Office – Zwelitsha**

**Ref: ECDOE-PO 01/03/2022**

**REQUIREMENTS:** A NQF 7 qualification in Project Management/Horticulture/ Health/ Environmental Health or Food. A minimum of three year's supervisory experience (salary level 7/8). A valid CODE 08 Driver's license. Additional Requirements: An ability to work long hours, travel long distances, reach out to rural environments and be away from home for extended periods of time. Competencies: Advanced Computer Presentation skills. Advanced Data Management skills. Report writing skills. Networking skills. People, knowledge and Project management skills. Good inter-personal relations/team player.

**KPA's:** Constitute a project management unit at Head Office and the twelve Districts through the two Clusters. Under the stewardship of Chief Education Specialist-National School Nutrition Programme (CES-NSNP) understudy the Technical Support Entity contracted for the envisaged roll out of the Small Holder Farmer Procurement Model. Provide project management expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and "standardizing" project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the ECDoE accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables

### **NSNP MONITORS (CONTRACT)**

**(Period: 1 April 2022 to 31 March 2023)**

**Salary Notch: R 261, 372 per annum plus 37% in lieu of benefits (Level 07)**  
**Programme: National School Nutrition Programme Conditional Grant**

**Centre: Various Districts**

**Ref: ECDOE-MON 02/03/2022**

**REQUIREMENTS:** Grade 12 Certificate with 3 – 5 years' Experience in the field. Any qualification above Grade 12 Certificate will be considered as added advantage. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills.



Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel

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

Arrange travelling and accommodation Provide financial administration support services in the component: Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development

No	District	No of Monitors
1.	Alfred Nzo East	02
2.	Alfred Nzo West	05
3.	Amathole East	08
4.	Amathole West	04
5.	Buffalo City	04
6.	Chris Hani East	05
7.	Chris Hani West	04
8.	Joe Gqabi	04
9.	Nelson Mandela Bay	02
10.	OR Tambo Coastal	07
11.	OR Tambo Inland	06
12.	Sara Baartman	03
<b>Total</b>		<b>54</b>





**DATA CAPTURER (CONTRACT) (24 POSTS)**

**(Period: 1 April 2022 to 31 March 2023)**

**Salary Notch: R 176,310 per annum plus 37% in lieu of benefits (Level 05)**

**Programme: NSNP Conditional Grant**

**Centre: Provincial Office – Various District Offices**

**Ref. ECDOE-DC 03/03/2022**

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

**KPA's:** Capture documentation for processing and information using spread sheet/ data platform to ensure that the information is captured correctly, verified and validated for the National School Nutrition Programme. Checking for accuracy and amend where necessary. Dealing with queries regarding data captured and recognize and identify problems and report to the Supervisor. Avail the information captured to the Directorate. Store and maintain captured data and documents to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Liaison with Schools and relevant District Based Sections, for monthly and Quarterly reports. Filling and logistics for NSNP Programme. Write and submit reports on monthly basis. Communicating and sourcing of information regarding school queries or stakeholder queries. Maintain an updated contact register for schools. Capturing financial report compliance, financial reports and District Based Asset Register.

No	District	No of Data Capturers
1.	Alfred Nzo East	01
2.	Alfred Nzo West	02
3.	Amathole East	01
4.	Amathole West	01
5.	Buffalo City	02
6.	Chris Hani East	02
7.	Chris Hani West	03
8.	Joe Gqabi	02
9.	Nelson Mandela Bay	01
10.	OR Tambo Coastal	02
11.	OR Tambo Inland	02
12.	Sara Baartman	03
13.	Head Office	02
<b>Total</b>		<b>24</b>



**DATA CAPTURER (CONTRACT) (3 POSTS)**

**(Period: 1 April 2022 to 31 March 2023)**

**Salary Notch: R 176,310 per annum plus 37% in lieu of benefits (Level 05)**

**Programme: HID/AIDS Life Skills Conditional Grant**

**Centre: Provincial Office – Zwelitsha**

**Ref. ECDOE-DC 04/03/2022**

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

**KPA's:** Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated for Peer Group Trainers and Learner Support Agents. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Prepare documentation for the payment of LSA's. Liaison with districts for monthly reports for the payment of LSA's. Filling and logistics for HIV & Aids Programmes. Write and submit reports on monthly basis.

**DRIVER/MESSENGER (CONTRACT) (2 POSTS)**

**(Period: 1 April 2022 to 31 March 2023)**

**Salary Notch: R 104, 073 per annum plus 37% in lieu of benefits (Level 02)**

**Programme: HID/AIDS Life Skills Conditional Grant**

**Centre: Provincial Office – Zwelitsha**

**Ref. ECDOE-DM 05/03/2022**

**REQUIREMENTS:** A minimum of Grade 8/Std6 with no experience needed. Good communication skills and Good Customer Care. Must be able to accept responsibility Knowledge of Basic Conditions of Employment. Appropriate experience will be an added advantage.

**KPA's:** Collecting and delivery of post. Maintenance of government vehicle. Collection and distribution of documents inside and outside the district/department. Capture documentation for processing and information using spread sheet to ensure that the information is captured and recognize and identify problems and report to the supervisor. Avail the information captured to all relevant offices. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplarily role in building teamwork in the office, act as a team player contributing to the holistic outcomes of the office.





### INSTRUCTIONS TO CANDIDATES

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

**APPLICATIONS:** Forward your application, stating the relevant reference number to:  
**Alfred Nzo East:** HRA, Tel: 039-2510279/ 0063, Fax: 039 – 2510976. Postal Address: P/B X504 Bizana 4800; **Alfred Nzo West:** HRA, Tel: 039 – 2550005, Postal Address: P/B X 9001 Mount Frere 5090; **Amathole East:** HRA, Tel: 047- 4911070/ 0646, Postal Address: P/B X3019 Butterworth; **Amathole West:** HRA, Tel: 046- 6452964. Postal Address: P/B X2041 F.B.T; **Buffalo City Metro:** HRA Tel: 043-7600862/542 Address: P/B X9007 East London 5200; **Chris Hani East:** HRA Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050; **Chris Hani West:** HRA Tel: 045-8083000 Address: P/B X7053 Queenstown 5320; **Joe Gqabi,** Address: P/B X 5026 Sterkspruit 9762, **Nelson Mandela Bay:** HRA Tel: 041-4034402 / 434. Postal Address: P/B X3915 North End Port Elizabeth 6056; **OR Tambo Coastal:** HRA Tel: 047-5324704. Postal Address: P/B X518 Libode 5160; **OR Tambo Inland:** HRA Tel: 047-5024272/4225 Postal Address: P/B X5003 Mthatha 5100; **Sarah Baartman:** HRA Tel: 049-8072202 Address: P/B X 726 Graaff-Reinet 6280, **Head Office:** Superintendent-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 for attention Ms NP Sipahlanga or hand-deliver at Steve Vukile Complex, 3<sup>rd</sup> Floor, HRA, Zone 6, Zwelitsha.

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> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as 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. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months.

**PLEASE NOTE:** Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

**PLEASE FURTHER NOTE:**

**NB:** It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.

81



Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. *Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representativity (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.*

  
MR. Q LUTHULI  
ACTING CD: HRM&D

RA 102/2022  
DATE