

CIRCULAR 09 of 2022.23

POSTED ON: 2022/08/19; 21; 22 & 25

CLOSING DATE: 02 SEPTEMBER 2022

## DEPARTMENT OF EDUCATION

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

**CLOSING DATE: 02 September 2022. The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday -Thursday and 08:00-16:00 on Friday)**

**APPLICANTS: APPLICANTS MUST USE E-RECRUITMENT SYSTEM WHICH IS AVAILABLE ON [WWW.ECPROV.GOV.ZA](http://WWW.ECPROV.GOV.ZA). APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED. NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED OR ACCEPTED.**

### **APPLICATION INSTRUCTIONS:**

Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. It is the department's



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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.

## CHIEF TOWN AND REGIONAL PLANNER (GRADE A)

*Salary Package: R 912 048 CTC per annum (OSD)*

**Programme: Physical Resource Management Conditional Grant**

**Component: Infrastructure Planning Centre: Provincial Office – Zwelitsha Ref: ECDOE-CTARP-01/08/2022**

**REQUIREMENTS:** A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centres for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.

**DUTIES:** The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield / greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform

any professional responsibilities that may be delegated by Principals in the Directorate

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

**For e-Recruitment Technical Support eMail: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)**

## CONSTRUCTION PROJECT MANAGER (GRADE B) (12 MONTH CONTRACT)

*Salary Package: R 809631 CTC per annum (OSD)*

**Programme: Physical Resource Management Conditional Grant**

**Component: Infrastructure Projects/Programme Delivery Centre: Provincial Office – Zwelitsha Ref: ECDOE-CPM02/08/2022**



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**REQUIREMENTS:** An appropriate degree in the built environment with three years relevant project management experience. Valid driver's license with exception of persons with disabilities. Compulsory registration with the SACPCMP as a professional Construction Project Manager. Computer literacy, knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good Planning, Financial and Budgeting Skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the JBCC and GCC form of contract. Core And Process Competence: Decision making. Team leadership. Analytic skills, Creativity. Selfmanagement. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement.

**DUTIES:** Responsible for the construction project management of projects for client departments and/or those relevant to the department. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with services providers, clients, and management. Contribute to the human resources and related activities. Maintain the project management record system. Utilise resources allocated effectively. Keep up with modern technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Give direction to team in realizing the Chief Directorate's strategic objective. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting, and reporting expenditure. Monitor and report on the utilization of equipment. Coordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline, train, mentor and oversee Candidate Construction Project Managers and guide them towards full professional registration.

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

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**ARCHITECT (GRADE A)**

**Salary Notch: R 847 663 per annum (OSD)**

**Programme: Physical Resource Management Conditional Grant**

**Directorate: Physical Resource Planning**

**Centre: Provincial Office - Zwelitsha**

**Ref: ECDOE-ACP03/08/2021**

**(THE POST IS EARMARKED FOR A FEMALE)**

**REQUIREMENTS:** Bachelor of Architecture or equivalent as recognised by the South African Council for the



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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

**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 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.

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## ENGINEER AS INFRASTRUCTURE PROGRAMME MANAGER

*Salary Package: R728 829 CTC per annum (OSD)*

**Programme: Physical Resource Management Conditional Grant**

**Component: Physical Resource Planning Centre: Provincial Office – Zwelitsha Ref. ECDOE-E**

**04/08/2022**

**REQUIREMENTS:** University degree in Engineering and/or equivalent qualification. Registered as a Professional Engineer with ECSA. Valid driver's license. Minimum of Three years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue



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Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

**DUTIES:** Infrastructure Programme and Project Planning in line with IDMS-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 authorization 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 decisionmaking 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. Collect and update NEIMS and EFMS information [if applicable] in terms of





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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 updated from an architectural 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. T Pefole (040-608 4246)**

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## **EDUCATIONAL PSYCHOLOGIST: LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1) (2 POSTS)**

**Salary Notch: R 713 446 CTC package (OSD)**

**Programme: LSPID: Conditional grant**

**Component: Inclusive Education**

**Centre: *Chris Hani West (Queenstown) & OR Tambo Inland (Mthatha)* Ref: ECDOE-PSY05/08/2022**

**REQUIREMENTS:** MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

**DUTIES:** As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in



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the community as and when needed. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

**Enquiries: Mr. S Ncapayi (040-608 4219)**

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## TOWN AND REGIONAL PLANNER (GRADE A)

**Salary Notch: R628 014 CTC package (OSD)**

**Programme: Physical Resource Management DORA Conditional grant**

**Component: Physical Resources Planning and Infrastructure Management**

**Centre: Provincial Office – Zwelitsha Ref: ECDOE-TARP 06/08/2022**

**REQUIREMENTS: EDUCATION AND TRAINING** University B Degree in Town and Regional Planning or equivalent qualification. Registered as Built Environment Professional: Town Planner with **SACPLAN**. Valid Driver's License. Computer literate. **RELEVANT EXPERIENCE** Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. **KNOWLEDGE** South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by **DBE** in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars.

Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation.

**DUTIES:** Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. 1. Assist to align town planning infrastructure modelling to the Departmental Service Plan. 2. Assist to prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report. 3. Assist to prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information. 4. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan [IPMP]. 5. Assist to prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. 1. Develop a ranking list/criterion starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans [IDPs] of Local Government. 2. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning. 3. Undertake spatial analysis and modeling to support comprehensive infrastructure planning framework. 4. Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land. Review utilization of Schools, undertake cost benefit analysis, and plan for and/leases/accommodation schedules as inputs towards the drafting of the User Asset Management

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Plan [UAMP]. 1. Make input to prioritization model(s) with inputs from all the professionals. 2. Make input to the development of commissioning plans with inputs from all the professionals. 3. Make inputs to Business Cases with inputs from all the professionals. 4. Make inputs to the User Asset Management Plan and Strategic Briefs. 5. Make inputs to the planning of school equipment and furniture. Development, interpretation and customization of functional and technical norms and standards 1. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards. 2. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards. 3. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.

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

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## QUANTITY SURVEYOR (GRADE A)

**Salary Notch: R618 732 CTC per annum (OSD)**

**Programme: Physical Resource Management DORA Conditional grant**

**Directorate: Infrastructure Delivery Management**

**Centre: Provincial Office – Zwelitsha Ref: ECDOE-QS07/08/2022**

**(The post is earmarked for a female)**

**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.

**DUTIES:** 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





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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, modern technology, and changes in the institutional environment. Interact with relevant Professional Bodies/Councils

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## CHIEF EDUCATION SPECIALIST

**Salary Notch: R786 891 CTC per annum (OSD)**

**Programme: Physical Resource Management DORA Conditional grant**

**Component: Physical Resources Planning and Property Management**

**Centre: Provincial Office – Zwelitsha Ref: ECDOE-CESIP08/08/2022**

**REQUIREMENTS:** EDUCATION AND TRAINING B Degree in Education or relevant qualification. Registered as Teacher. Valid Driver's License. Computer literate. Valid driver's License. RELEVANT EXPERIENCE Minimum of six years' experience post qualification. KNOWLEDGE South African Schools Act of 1996 and Regulations. Spatial planning systems and norms of Government. National Environmental Management Act of

1998. Relevant Provincial Land Administration Legislation. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Public Service Act 1999 and Regulations. National Archives and Records Service Act of 1996.

**DUTIES:** Manage the education specific planning inputs as part of the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan - Contribute to the alignment of the infrastructure modelling to the Departmental Service Plan from an educational perspective. Direct education specific inputs to the Strategic Plan, Annual Performance Plan and Annual Report for infrastructure. Document the education specific planning requirements to prepare Project Briefs. Provide inputs to the Directorate Infrastructure Delivery Management to determine Medium Term, Annual and Adjustment Budgets from a planning perspective. Review utilization of facilities from an education perspective - Assist to develop prioritization model(s) from an education perspective. Assist to prepare commissioning plans. Assist to review Business Cases. Assist to apply prioritization model(s). Make inputs to the User Asset Management Plan. Development, interpretation and customization of functional planning norms and standards - Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from an education perspective. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation. Updated information on NEIMS, EFMS and document management system for all built environment documentation [excluding financial documentation] - Direct the updating of EFMS [or other systems if applicable]. Direct the updating of NEIMS. Manage the extraction of data and information from EFMS and NEIMS for planning purposes. Validate that credible data and information are used to update NEIMS and related systems. Manage the document management system for all built environment documents excluding financial documents. School furniture and school equipment plans - Manage interaction with Districts and Schools on needs for equipment and furniture. Direct the determination

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of needs for school furniture. Direct the determination of needs for school equipment. Finalize school furniture and school equipment plans. Align the orders, procurement and delivery of school furniture and school equipment to the seamless commissioning and opening of schools. People Management - 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.

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## **ASSISTANT DIRECTOR: STAKEHOLDER ENGAGEMENT (12-month contract)**

**Salary Package: R 477 090 per annum (Salary level 10)**

**Programme: Presidential Youth Employment Programme**

**Component: HR Development Centre: Provincial Office – Zwelitsha Ref.ECDOE-AD09/08/2022**

**REQUIREMENTS:** A NQF 7 SAQA registered tertiary qualification in Public Management. Five years' experience within a supervisory capacity. Significant experience of managing engagement with one or more of the stakeholders. Cohort referred to above and statutory bodies on major high-profile public-sector infrastructure or regeneration projects. Ability to withstand pressure and meet deadlines within a specified timeframe. Appreciation of the infrastructure-related political environment. Experience in developing and successfully implementing stakeholder engagement plans A clear understanding of issues pertaining to project development and preferably familiarity with the requirements of authorization processes such as Development Consent Order. Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative. Good interpersonal and networking skills, highly articulate team player. Strong project management and people management skills. High degree of accuracy in executing work. Ability to schedule work and deliver to tight deadlines. Broader project communications experience and skills desirable. Valid Code 8 driver's license.

**DUTIES:** Working closely with the Stakeholder Engagement Lead, manage engagement with one (or possibly more depending on the scale of the project) project stakeholders across local authorities, Local Government, statutory and non-statutory bodies (including environment & technical organisations), industry & business, communities and other parties to establish strong working relationships Development and successful delivery of stakeholder engagement plans in accordance with the overarching stakeholder engagement strategy. Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries. Manage stakeholder engagement coordinators, providing guidance and directing their workload activities to ensure timescales and requirements are met. Work collaboratively with other members of the project team, liaising with other Stakeholder Managers in the stakeholder team and the PMO (project management office). Provide briefings and support to technical teams for meetings with stakeholders. Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses and requests to technical teams are responded to within agreed timescales. Prepare and manage workshops, roundtable and forum logistics including developing agendas, project plans, minute taking and production of reports. Ensure accurate audit trail maintained of all stakeholder engagement and all contact/activities are recorded on stakeholder database. Attend client-facing meetings, collaborative planning workshops and report



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to client on progress. Provide input into weekly/monthly reports for PMO and Project Board. Attend Stakeholder Engagement Working Group and expedite actions arising.

**Enquiries: Ms. L Sidiya (040-608 4253)**

**Recruitment Technical Support eMail:**

## **CHIEF EDUCATION THERAPIST (OCCUPATIONAL THERAPIST): LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1)**

**Salary Notch: R466 119 CTC package (OSD)**

**Programme: LSPID: Conditional grant**

**Component: Inclusive Education**

**Centre: Chris Hani West (Queenstown) Ref: ECDOE-CETOT 10/08/2022**

**REQUIREMENTS:** Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practice: Occupational Therapist and South African Council for Education (SACE). A valid driver's license. Computer literacy. A valid driver's license. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Assess students' functional physical development level. Identify architectural barrier and provide recommendations for accessibility, programme development and student placement. Provision of support for learners with special education needs will be and added advantage. Ability to selection and administer appropriate assessment instruments and procedures considering age, developmental level and educational placement. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

**DUTIES:** As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed. Establish and maintain a physiotherapeutic support services at district level in collaboration with reporting to the coordinator for Inclusive Educations Services at Provincial level. Guide and assist screening, early identification, assessment and support of barriers to learning that emanate from factors that threaten movement and bodily functional ability (e.g., neurological and development impairment, injury disease, environmental factors, etc.) Undertake comprehensive assessment of children with complex developmental, neurological and specialist orthopedic condition, using investigative and analytical skills to formulate individualized management and treatment plans incorporating a wide range of treatment skills and using clinical reasoning. Provide specialist advice and assessment for the provision of appropriate aids and equipment and monitor their use. Facilitate, monitor, and support the implementation of prevention



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and intervention support programmes and strategies. Establish networking with s, community, state departments and private sectors. Support s as a member of the Schools Based Support Teams (SBST) as well as a District Based Support Teams (DBST). Implement National / Provincial policy on Inclusive Education. Perform Generic administrative functions Conduct and lead outreach programmes.

**Enquiries: Mr. S Ncapayi (040 608 4219)**

## **CHIEF EDUCATION THERAPIST (SPEECH THERAPIST): LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES (GRADE 1)**

**Salary Notch: R466 119 CTC package (OSD)**

**Programme: LSPID: Conditional grant**

**Component: Inclusive Education**

**Centre: Chris Hani West (Queenstown) Ref: ECDOE-CETST 11/08/2022**

**REQUIREMENTS:** Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an independent practice: Speech Therapist and South African Council for Education (SACE). A valid driver's license. Computer literacy. A valid driver's license. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Assess students' functional physical development level. Identify architectural barrier and provide recommendations for accessibility, programme development and student placement. Provision of support for learners with special education needs will be and added advantage. Ability to selection and administer appropriate assessment instruments and procedures considering age, developmental level and educational placement. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.

**DUTIES:** As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed. Establish and maintain a physiotherapeutic support services at district level in collaboration with reporting to the coordinator for Inclusive Educations Services at Provincial level. Guide and assist screening, early identification, assessment and support of barriers to learning that emanate from factors that threaten movement and bodily functional ability (e.g., neurological and development impairment, injury disease, environmental factors, etc.) Undertake comprehensive assessment of children with complex developmental, neurological and specialist orthopedic condition, using investigative and analytical skills to formulate individualized management and treatment plans incorporating a wide range of treatment skills and using clinical reasoning. Provide specialist advice and assessment for the provision of appropriate aids and equipment and monitor their use. Facilitate, monitor, and support the implementation of prevention



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**Enquiries: Mr. S Ncapayi (040 608 4219)**

**SOCIAL WORKER: ECD (GRADE 1)**

**Salary Notch: R261 456 per annum (OSD)**

**Programme: Early Childhood Development**

**Component: ECD**

**Centre: Amathole East (Butterworth) Ref: ECDOE-SW/ 12/08/2022**

**REQUIREMENTS:** A Degree in Social Work. Registration with the South Africa Council for Social Service Professions as Social Worker. A valid driver's license. Skills to challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being. The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities. The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Skills and Competencies: Good verbal and written communication. Good report writing skills, Ability to intervene and resolve conflict of a complex nature, Problem solving. Planning and organizing work and working independently, Non-judgmental, Understanding, Assertive and Caring. Analytical skills. Knowledge and experience in working with the Children's Act.

**DUTIES:** Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Regulating the stay of children in alternative care; managing and facilitating the movement of children within the child and youth care system; and discharging or releasing children from the provisions of the Act. Attend to any other matters that could result in, or stem from, social instability in any form. Conduct assessments aimed at identifying conditions in individuals, groups, families, and communities that justify relevant interventions. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and social welfare fields. Perform all the administrative functions required of the job., Maintain and update data bases and registers. To assist with awareness of norms and standards within partial care facilities: Number of onsite visits done. Number of norms and standards checklists completed. Number of follow up visits with regards to guidance and support done. Number of process notes complete. To assist partial care facilities with the registration process: Number of application forms distributed. Number of follow ups done. Number of facilities assisted and guided. Number of application packages received. To assist partial cares with the ECD programme application process: Number of application forms distributed. Number of onsite visits done. Number of norms and standards checklists completed. Number of follow up visits done with regards to guidance and support. Number of application forms received. Number of process notes completed. To assist in the compilation of databases and maintaining database: Data registers on registered- and registered funded. Partial care facilities compiled and maintained. Data register on unregistered Partial Care facilities compiled





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and maintained. Data register on registered ECD programmes compiled and maintained. Data register on unregistered ECD Programmes compiled and maintained. Data register on practitioners' qualifications in registered funded partial care facilities compiled and maintained. Data register on practitioners' qualifications in unregistered partial care facilities compiled and maintained. Compile statistics of monthly and quarterly reports: Timeously submission of monthly statistics. Timeously submission of quarterly progress reports.

**Enquiries: Ms. N Chiliza (040 608 4141)**

## WORKS INSPECTOR

**Salary Package: R 211 713 per annum (Salary level 06)**

**Programme: Physical Resource Planning (Dora Funded)**

**Component: Physical Resource Management Centre: Alfred Nzo West (Maluti and Mount Frere)**

**Ref.ECDOE-WI13/08/2022**

**REQUIREMENTS:** National Diploma in Building. Valid Driver's license. Computer literacy. One years' experience post qualification. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998.

**DUTIES:** Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. Participate in annual evaluations on completed maintenance projects. Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans. Assist to orientate users in terms of the optimal usage of Facilities. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. Assist to train Schools on the preparation of disaster management plans. Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist Schools to develop maintenance plans and budgets. Validate quality of school maintenance plans. Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.

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

**For e-Recruitment Technical Support eMail: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)**

