



VACANT NON-TEACHING SUPPORT STAFF POSITIONS WITHIN SCHOOLS FOR

EASTERN CAPE DEPARTMENT OF EDUCATION

DEPARTMENTAL ADVERT 01 of 2023/24

Placement date: 06 September 2023

Closing Date: 22 September 2023

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 learner disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications. In addition, these vacancies give preference to former special school learners and applicants with disabilities, learner disability and learners from school of skills provided they meet the minimum requirements and are able to perform all the duties required.

APPLICATIONS: Hand in your application, stating the relevant reference number to the Special School as indicated below; Applications must be submitted on a new 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 including at least two contactable referees, as well as certified copies of all qualification(s) and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. All shortlisted candidates will be required to undergo pre-employment screening. Successful candidates will be appointed on a probation period of twelve (12) months. All appointed candidates will be required to sign a contract working shifts as per the approved norms and standards of the department.

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.



POSTS

GENERAL FOREMAN

Salary Notch: R171 537 per annum (Salary level 4)

Location

REQUIREMENTS: A grade 9 or school leaving certificate and testimonial from principal with one (1) to two (2) years' experience in maintaining general work of mechanical maintenance and repairs. A valid driver's license (Attach a copy). Knowledge of Occupational Health and Safety Procedures. Basic knowledge in controlling and maintaining equipment and grounds, Knowledge in routine inspection of equipment and grounds. Understanding of Public Administration and Government legislation. Good verbal and writing communication skills. Numerical Literacy is strongly required. Willingness to work and cater for learners with special education needs. Acknowledge the unique needs of learners. Treat each learner as an individual and respect their differences. Able to create an accommodative environment to meet the needs of learners. Avoiding use of language that is biased. Ability to learn.

DUTIES: Supervising the general assistants and serving as a team leader. Ensuring that general assistants sign the attendance register. Co-ordinating daily activities of general assistants. Support and advising the general assistants on the execution of their tasks. Perform work inspections. Ensuring the neatness of the buildings and premises. Training general assistants by means of practical demonstrations/role-play etc. Developing a work schedule for all activities to be performed. Monitoring leave register of general assistants. Organising meetings with general assistants and preparing inspection reports for the principal. Maintaining a supply register and inventory of equipment. Co-ordinating the receiving and storage of stock. Controlling the distribution of equipment and supplies amongst general assistants. Assisting the administrative clerk in ordering supplies. Sweeping. Mopping. Dusting. Empty waste bins in classroom. Disinfecting toilets and passageways. Refilling toilet paper holders. Washing basins and toilets. Removing refuse. Vacuuming. Washing windows. Washing walls and doors. Polishing floor. Treating pool with chemicals. Cleaning filters and pool surface. Cleaning gutters. Sweeping. Mopping. Sweeping. Washing, drying and storing dishes. Preparing soil. Applying fertiliser. Planting flowers, grass, plants and shrubs. Mowing lawn. Trimming hedges. Pruning. Raking leaves. Irrigating garden. Removing waste and weeds. Applying insecticide. Maintaining all sports fields: Rugby/ soccer/ hockey/ athletic fields. Cricket pitch and field. Irrigating grounds. Liming of sports fields. seeing to the general condition of cleaning, gardening and other equipment. Minor repairs to locks, doors, desks, sanitary ware, fencing, sport pavilion etc. Replacing light bulbs and windows. Doing touch-up painting where necessary. Un-blocking drains. Minor repairs to wheelchairs, bicycles and walking aids. Locking and unlocking gates. Locking and unlocking classrooms and toilets. Activating and deactivating alarm system. Ensuring general assistants follow safety rules and regulations as per school's safety plan. Storing machinery and equipment. Securing and monitoring access points to the premises. Removing dangerous objects from grounds. Ensuring safety of playground equipment. Report theft and dangers on the premises. Ensuring safety equipment is in good working order e.g., fire extinguishers. Providing logistical support at school functions or events: Ensuring the preparation of hall/ sound system/sport fields/braai facilities. Fulfilling general assistants' duties when needed. Assisting in the preparation of the venues for exams.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Westview Special School	Mowbray Street, Port Elizabeth, Newton Park, Eastern Cape	PC Van Rooyen 041-365-1223	NMB	1	GM01/09/2023
St Thomas Special School	Woodlands Mission, King Williams Town, King Williams Town, Eastern Cape	HC Nenzani 043-683-1214	BCM	1	GM02/09/2023
Ikwezi Special School	Ikwezi Township, Mthatha, Mthatha, Eastern Cape	N Mctwa 047-535-0601	ORTI	1	GM03/09/2023
Efata Special School	Queenstown Rd, Mthatha Eastern Cape 5099	Y Mtna 0734129795	ORTI	1	GM04/09/2023
St Patricks Special School	3 Stand Street, King Williams Town, Ginsberg, Eastern Cape	SP Hlope 043-642-5476	BCM	1	GM05/09/2023
TOTAL				5	



HOUSEKEEPING SUPERVISORS (shift working system applicable)

Salary Notch: R171 537 per annum (Salary level 4)

Location:

REQUIREMENTS AND KEY COMPETENCES:

The role of a senior housekeeping supervisor in special schools requires a combination of qualifications, skills, and competences to effectively manage the cleanliness and maintenance of the school environment. Here are the requirements and key competences for a senior housekeeping supervisor in special schools.

A grade 9 or school leaving certificate and testimonial from principal. Must have prior experience in supervising learners with high-level support needs in special school hostels. Proof of being part of PEYI will be an advantage. As a supervisor the successful applicant should demonstrate a basic knowledge of laundry equipment, food hygiene /preparations, the ability to use cleaning equipment, first aid. Interpersonal skills to be displayed include an acknowledgement of the unique needs of learners, treat each learner as an individual and respect their differences, avoiding use of language that is inappropriate biased and discriminatory in relation to any learner under their care. Be reliable, respectful, responsible, honest.

DUTIES: The role of a senior housekeeping supervisor in a special needs hostel involves overseeing the cleanliness, organization, and overall maintenance of the facility to ensure a safe and comfortable environment for residents with special needs. The key duties include the following:

1. **Housekeeping staff Management:** Supervise and lead the housekeeping team, providing guidance, training, and support. Assign tasks and responsibilities to staff members, ensuring efficient workload distribution, conduct regular performance evaluations and provide feedback to improve performance.

2. **Cleaning and Maintenance:** Ensure that all living areas, common spaces, and facilities are clean, sanitized, and well-maintained. Develop and implement cleaning schedules to address specific needs and maintain high standards of cleanliness. Monitor and oversee cleaning tasks, ensuring compliance with hygiene and safety standards. Implement infection control measures to prevent the spread of illnesses.

3. **Inventory Management:** Maintain an inventory of cleaning supplies, equipment, and materials. Coordinate procurement and replenishment of supplies as needed to ensure a consistent and well-stocked inventory.

Health and Safety Compliance: Ensure that housekeeping practices adhere to health and safety regulations, especially considering the needs of residents with special requirements.

4. **Special Needs Considerations:** Collaborate with care staff to understand specific needs and preferences of residents with disabilities or medical conditions. Adjust cleaning procedures and schedules to accommodate unique requirements.

5. **Emergency Preparedness:** Develop and communicate emergency response plans to the housekeeping team to ensure residents' safety during crises. Conduct drills and training exercises to prepare staff for emergency situations.

6. **Quality Assurance:** Conduct regular inspections to assess the cleanliness and maintenance of the facility. Address any issues or deficiencies promptly to maintain a high standard of cleanliness. Record Keeping: Keep accurate records of cleaning schedules, inspections, and maintenance activities. Document any incidents, repairs, or improvements made within the facility.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Tembisa Special School	25 Buttercup Road, Umtata, Ikwezi Extension, Eastern Cape	M Magqabi 047-535-0922	ORTI	5	HKS06/09/2023
Tsolo Special School	Mbutho Admin Area, Tsolo, Tsolo, Eastern Cape	Z Makalima 047-542-9116	ORTI	2	HKS07/09/2023
Khayaletu Special School	Jacob Nanni Place, East London, North End, Eastern Cape	Y Mdikane	BCM	2	HKS08/09/2023
St Thomas Special School	Woodlands Mission, King Willims Town, Eastern Cape	HC Nenzani 043-683-1214	BCM	4	HKS09/09/2023
Vukuhambe Special School	21169 N.U., East London, Mdantsane, Eastern Cape	W Thole 043-761-2179	BCM	4	HKS10/09/2023
Efata Special School	Queenstown Rd, Mthatha Eastern Cape 5099	Y Mtwa 0734129795	ORTI	2	HKS11/09/2023
Mount Fletcher Special School	Farview Location/ Xaxazana Mount Fletcher 4770	FM Malembe 736406703	JQ	1	HKS12/09/2023



Kanyisa Cala Special School	1025 Bo Street, Elliot, Cala, Eastern Cape	T Giwu 047-877-0190	CHE	1	HKS13/09/2023
St Patricks Special School	3 Stand Street, King Williams Town, Ginsberg, Eastern Cape	SP Hlope 043-642-5476	BCM	1	HKS14/09/2023
Quest Special School	Z Hoy Street, Port Elizabeth, South End, Eastern Cape	RC De Vries 041-581-0964	NMB	1	HKS15/09/2023
Bergsig Special School	Burnett Road, East London, Bayville, Eastern Cape	R Jonker 043-721-0270	NMB	1	HKS16/09/2023
Mzamohle Special School	Corner Ponana Tini And Tize Road, Kwanobuhle, Kwanobuhle, Eastern Cape	Z Kama 041-977-4329	NMB	1	HKS17/09/2023
Lonwabo Special School	Uitenhage Road, Missionvale Algoa Park, Port Elizabeth, 6200	WS Klassen 041-452-4227	NMB	2	HKS18/09/2023
Khanyisa Special School	1 Qumza Street, Port Elizabeth, Kwadwesi, Eastern Cape	BB Daniels 041-845-3636	NMB	2	HKS19/09/2023
Union High School	Donkin Street, Graaff-Reinet, Graaff-Reinet, Eastern Cape	049-891-0262	SB	2	HKS20/09/2023
TOTAL				31	

HOSTEL ASSISTANTS (shift working system applicable)

Salary Notch: R147 03 per annum (Salary level 3)

Ref: EDU

Location:

REQUIREMENTS AND KEY COMPETENCES: A grade 9 or school leaving certificate and testimonial from principal. Proof of being part of PEYI will be an advantage. Applicant must be able to communicate, express a clear willingness, acknowledge, respect, promote and prioritize the welfare of learners with disabilities, have a clear understanding of Public Service principles which is based on respect, dignity and inclusivity. Upholding the learner privacy and respect their personal choices.

DUTIES: A hostel assistant in a hostel for learners with special educational needs has multifaceted responsibilities that revolve around providing care, support, and ensuring a conducive environment for these learners. Duties encompass various areas, including laundry services, cooking meals, and learner personal care as directed by the supervisors. Personal care includes assisting learners with special needs in daily activities such as bathing, dressing, grooming, and toileting, providing mobility support and helping with the use of assistive devices, ensuring learners are comfortable, well-positioned, and safe. Laundry Services including the washing, drying, and folding LEARNERS' clothes and personal items. Kitchen services includes cooking, cleaning and preparing nutritious meals that cater to learners' dietary requirements and preferences.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Union High School	Donkin Street, Graaff-Reinet, Graaff-Reinet, Eastern Cape	049-891-0262	SB	1	HA21/09/2023
Tembisa Special School	25 Buttercup Road, Umtata, Ikwezi Extension, Eastern Cape	M Magqabi 047-535-0922	ORTI	9	HA22/09/2023
Tsolo Special School	Mbutho Admin Area, Tsolo, Tsolo, Eastern Cape	Z Makalima 047-542-9116	ORTI	4	HA23/09/2023
Khanyisa Special School	1 Qumza Street, Port Elizabeth, Kwadwesi, Eastern Cape	BB Daniels 041-845-3636	NMB	2	HA24/09/2023
Khayaletu Special School	Jacob Nanni Place, East London, North End, Eastern Cape	Y Mdikane 0437224016	BCM	2	HA25/09/2023



Quest Special School	Z Hoy Street, Port Elizabeth, South End, Eastern Cape	RC De Vries 041-581-0964	NMB	2	HA26/09/2023
Reubin Birin Special School	Corner Uitenhage & Missionvale Road, Port Elizabeth, Missionvale, Eastern Cape	PC Van Rooyen 041-452-4229	NMB	2	HA27/09/2023
Zamokuhle Special School	Ntsingisi Location, Bizana, Amanikhweadmnarea, Eastern Cape	P Mandela 039 251 6009	ANE	2	HA28/09/2023
Nompumalanga special school	Nomlacu Area, Bizana, Bizana, Eastern Cape	J Mqhakama 039-251-3233	ANE	1	HA29/09/2023
Vukuzenzele special school	Nomlacu Area, Bizana, Bizana, Eastern Cape	MH Mcamani 039-251-3605	ANE	1	HA30/09/2023
Nolitha special school	Msukeni Tribal Authority, Mount Ayliff, Mount Ayliff, Eastern Cape	SS Tshangana 039-254-8971	ANE	2	HA31/09/2023
Sive special school	Mvenyane Mission, Eastern Cape	HI Tsese 0619097589	ANE	2	HA32/09/2023
St Patrick's Special School	3 Strand Street Ginsberg KWT	SP Hlope 043-642-5476	BCM	2	HA33/09/2023
Cape Recife Special School	Admiralty Way Summerstrand Gqeberha 6000	E Maritz 041 583 2147	NMB	2	HA34/09/2023
Mount Fletcher Special School	Farview Location/ Xaxazana Mount Fletcher 4770	FM Malembe 0736406703	JQ	2	HA35/09/2023
Lonwabo Special School	Uitenhage Road, Missionvale Algoa Park, Port Elizabeth, 6200	WS Klassen 041-452-4227	NMB	2	HA36/09/2023
Aliwal North TOS Scho	Old Lady-Grey Road, Aliwal North, Aliwal North, Eastern Cape	F Brown 051-633-2681	JQ	1	HA38/09/2023
Efata Special School	Queenstown Rd, Mthatha Eastern Cape 5099	Y Mtwa 734129795	ORTI	2	HA39/09/2023
TOTAL				41	

GENERAL ASSISTANTS (shift working system applicable)
Salary Notch: R147 03 per annum (Salary level 3)

A general assistant in a special school plays a vital role in support and the overall operations of the school and contributing to the well-being of students with special needs. While specific duties may vary depending on the school's requirements, your role as a general assistant is essential in creating an environment where students can thrive and learn effectively. By diligently carrying out your responsibilities, you contribute to the overall success of the school's mission and the well-being of its students and staff.

REQUIREMENTS AND KEY COMPETENCES: A grade 9 or school leaving certificate and letter from principal. Prior experience working with individuals with special needs, will be an advantage. An understanding of Public Service principles. Proof of being part of PEYI will be an advantage.



DUTIES will include but is not limited to the following:

1. **Facility Maintenance:** Clean and maintain hostels, classrooms, grounds, and all school facilities to uphold a tidy and organized environment. Attend to general domestic tasks like repairing windows, doors, taps, gutters, lights, and wheelchairs. Ensure proper functioning of facilities for the comfort and safety of everyone.
2. **Refuse Management:** Collect and dispose of refuse from both the hostels and school premises to maintain cleanliness and hygiene. Regularly monitor and manage waste disposal processes.
3. **Ablution Facilities Care:** Wash and sanitize ablution facilities, ensuring a clean and hygienic environment for students and staff. Keep floors, carpets, and surfaces clean and well-maintained.
4. **Supplies Management:** Request, procure, and manage cleaning materials to ensure that necessary supplies are available.
5. **Premises Neatness:** Conduct daily inspections to ensure the neatness and tidiness of buildings and premises. Report any instances of damage or disrepair promptly to the appropriate channels.
6. **Safety and Environment:** Contribute to the overall safety and well-being of students and staff by maintaining a hazard-free environment. Uphold the rights of children and promote their well-being at all times.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Union High School	Donkin Street, Graaff-Reinet, Graaff-Reinet, Eastern Cape	049-891-0262	SB	1	GA40/09/2023
Spandoau SSS	1 Berea St, Graaff-Reinet, 6280	Mr. M.J Lephotha 049-8923635	SB	1	GA41/09/2023
Aeroville SSS	Perseverance Road, Aeroville, Somerset East, 5850	K.T Geduld 042-22431491	SB	1	GA42/09/2023
Humandorp SSS	Booyce Street, Arcadia, Humansdorp, 6300	LA Geswint 042-2952555	SB	1	GA43/09/2023
Willowmore SSS	1 Johanna Street, 6446 Willowmore, Eastern Cape, South Africa	044- 923 1176	SB	1	GA44/09/2023
Kanyisa Cala Special School	1025 Bo Street, Elliot, Cala, Eastern Cape	T Giwu 047-877-0190	CHE	1	GA45/09/2023
Khayaletu Special School	Jacob Nanni Place, East London, North End, Eastern Cape	Y Mdikane 0437224016	BCM	1	GA46/09/2023
Westview Special School	Mowbray Street, Port Elizabeth, Newton Park, Eastern Cape	RC van Rooyen 041-365-1223	NMB	1	GA47/09/2023
King Ndlovuyezwe Ndamase Special School	Nyandeni Local Municipality, South Africa. Ntsonyini A/A, Libode, 5160	A Mdudi 0725124403	ORTC	2	GA48/09/2023
Baysville Special School	Burnett Road, East London, Bayville, Eastern Cape	LE Cloete 043-721-0270	BCM	1	GA49/09/2023
Happydale Special School	Hoets Crescent, Port Elizabeth, Algoa Park, Eastern Cape	M Juries 041-452-1240	NMB	1	GA50/09/2023
Sigcau Special School	Phumlo A/A, Qaukeni, Lusikisiki, 4820	AD Cwele 0837661567	ORTC	3	GA51/09/2023
Tsolo Special School	Mbutho Admin Area, Tsolo, Tsolo, Eastern Cape	Z Makalima 047-542-9116	ORTI	2	GA52/09/2023
Arcadia Special School	61 Kimberley Rd, Milner Estate Lennox Estate & Pan, East London, 5201	D Pieterse 043 743 5503	BCM	1	GA53/09/2023
Parkland Special School	Etheridge Road, East London, Amalinda, Eastern Cape	LS Harnoster 043-748-5749	BCM	1	GA54/09/2023



Northern Lights Special School	Stow Street, Port Elizabeth, Cotsworld, Eastern Cape	DA Jeffries 041-365-1644	NMB	1	GA55/09/2023
Amasango Grahamstown Special School	Station Yard Of Victoria Road, Grahamstown, Tantji, Eastern Cape	ZE Nxawe 046-622-5280	SB	2	GA56/09/2023
Kuyasa Special School	Corner Johnson And Tevatt Street, Grahamstown, Grahamstown, Eastern Cape	NJ Mvula 046-622-6750	SB	1	GA57/09/2023
Total number of posts				23	

TEACHER AIDES/THERAPY ASSISTANTS (shift working system applicable)
(Deaf Teaching Assistants for 4 Schools for the Deaf: Efata, Sive, St Thomas and Reuben Birin)
Salary Notch: R147 036 per annum (Salary level 3)

REQUIREMENTS AND KEY COMPETENCES: A grade 10 or school leaving certificate and testimonial from principal, Proof of being part of PEYI will be an advantage Good communication skills and Good Customer Care, Acceptance of responsibility and be able to identify learner needs and strengths, Promote welfare of learners and their rights to learn, Create opportunities for learners to participate in activities, Ability to learn and motivate learners to build self-esteem, Willingness to work with learners with special education needs (disabled learners), An understanding of learners human rights, An understanding Public Service principles, Be able to identify positive aspects or talents of the disabled learners, Treat the disabled learners with respect and dignity

DUTIES: Provide general support and assistance for teaching and learning in the Resource Class, with special reference to learners with barriers to learning. Assist the Resource Class Educator within the class re- classroom organization and management of learners with barriers to learning. Supervise class activities and observe learner performance during teaching and learning while the educator teaches a group of learners; Work closely with the Resource Class Educator and assist him/her with administrative tasks; Read and tell stories to small group of learners (language development programme) Listen to groups of learners reading; Consolidate sounds and words with small groups of learners (according to directives of Resource Class Educator. Support learners in small groups to develop perceptual skills (e.g., activities: puzzle construction, threading, Colour/shape identification, fine & gross motor skills, midline crossing activities, "Brain Gym", posture etc.). Consolidate the learners' number concept by using suitable strategies (flash cards, concrete counting activities). Support programs of work regarding Life Orientation that enhance learning of learners and provide the teacher with information on the progress of each identified learner; Accompany learners on excursions and other activities planned for the Resource Class Invigilating learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comfort and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick. Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils. Keep the Resource Classroom tidy (in co-operation with learners who have responsibility for the management of their own learning environment) Assist with the preparation, distribution, collection and storage of LTSM (Learner and Teaching Support Material) while encouraging learners to participate actively. Assist with fundraising efforts.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Vukuzenzele Special School	Nomlacu Area, Bizana, Bizana, Eastern Cape	MH Mcamani 039-251-3605	BCM	2	TA58/09/2023
Sive Special School	Mvenyane Mission, Eastern Cape	HI Tsese 0619097589	ANW	1	TA59/09/2023
Efata Special School	Queenstown Rd, Mthatha Eastern Cape 5099	Y Mtwa 734129795	ORTI	1	TA60/09/2023
Ikwezi Lokusa Special School	Ikhwezi Township, Mthatha, Mthatha, Eastern Cape	N Mcitwa 047-535-0601	ORTI	2	TA61/09/2023
Total number of posts				6	



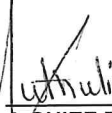
DRIVER/HANDYMAN (shift working system applicable)
Salary Notch: R147 03 per annum (Salary level 3)

REQUIREMENTS: Please note that the specific responsibilities and duties will be based on the employer's needs and the nature of the organization. A grade 10 or school leaving certificate and letter from principal. A valid driver's license (Code 8/10/14). A valid Public Drivers Permit (PDP). Good communication skills and Good Customer Care. Acceptance of responsibility. Willingness to work with learners. An understanding of Public Service principles. Proof of being part of PEYI will be an advantage.

DUTIES: Safely transport learners, goods, or materials to designated locations following traffic rules and regulations. Adhere to safety policies of ECDOE while performing driving duties. Respond promptly and appropriately to emergencies or accidents, ensuring the safety of passengers and the vehicle. Maintain a clean and well-maintained vehicle, conducting regular inspections and addressing any maintenance or repair needs. Plan efficient routes to optimize time and fuel consumption while ensuring timely arrivals. Maintain and complete logbook daily before and after each trip. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. Report any damages to the vehicles. Keep petrol slips after each trip and sign. Submit Logbook and petrol slips to the SMT at the end of each month. Assist passengers, including individuals with special needs, in embarking and disembarking the vehicle. Assist with loading and unloading of goods or equipment as needed. Perform general maintenance and repair tasks across the facility, including plumbing, electrical, and carpentry work. Inspect, troubleshoot, and repair faulty equipment, fixtures, and appliances. Ensure the safe and proper operation of various systems, such as HVAC, lighting, and security. Perform routine maintenance tasks, such as painting, cleaning, and minor renovations. Collaborate with other staff members to coordinate maintenance activities without disrupting daily operations. Maintain accurate records of maintenance tasks, repairs, and performed work.

LOCATION	ADDRESS	SCHOOL PRINCIPAL	DISTRICT	NO OF POSTS	REFERENCE NUMBER
Kanyisa Special School	1025 Bo Street, Elliot, Cala, Eastern Cape	T Giwu 047-877-0190	CHE	1	D61/09/2023
Khanyisa Special School	1 Qumza Street, Port Elizabeth, Kwadwesi, Eastern Cape	BB Daniels 041-845-3636	NMB	1	D62/09/2023
Kuyasa Special School	Corner Johnson And Tevatt Street, Grahamstown, Grahamstown, Eastern Cape	NJ Mvula 046-622-6750	SB	1	D63/09/2023
Sigcau Special School	Phumlo A/A, Qaukeni, Lusikisiki, 4820	AD Cwele 0837661567	ORTC	1	D64/09/2023
Sunshine Special School	Gibbon Street Uitenhage Eastern Cape	M George 419922645	NMB	1	D65/09/2023
Lingomsolethu Special School	Erf 1579, Msobomvu Location, 4960	Mayiji M 0833244410	AE	2	D66/09/2023
Amasango Grahamstown Special School	Station Yard Of Victoria Road, Grahamstown, Tantji, Eastern Cape	ZE Nxawe 046-622-5280	SB	2	D67/09/2023
Arcadia Special School	61 Kimberley Rd, Milner Estate Lennox Estate & Pan, East London, 5201	D Pieterse 043 743 5503	BCM	1	D68/09/2023
Tsolo Special School	Mbutho Admin Area, Tsolo, Tsolo, Eastern Cape	Z Makalima 047-542-9116	ORTI	1	D69/09/2023
Mount Fletcher Special School	Farview Location/ Xaxazana Mount Fletcher 4770	FM Malembe 736406703	JQ	2	D70/09/2023
Westview Special School	Mowbray Street, Port Elizabeth, Newton Park, Eastern Cape	RC van Rooyen 041-365-1223	NMB	1	D71/09/2023
Total number of posts				14	

SIGNED ON 6 SEPTEMBER 2023


MR Q LUTHULI
CHIEF DIRECTOR: HRM&D

DEPARTMENTAL ADVERT 01/2023/24

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website: www.ecdoe.gov.za

