



## OFFICE-BASED EDUCATOR POSTS VACANT WITHIN

### EASTERN CAPE 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.*

**APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED.**

**APPLICATION INSTRUCTIONS:** Applicants should apply using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za). Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not 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. New employees who are appointment for the first time in Public Service 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. Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will conduct pre-employment screening on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### PLEASE 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. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)

#### CLOSING DATE: 16 February 2024

The system closes at 23:59 on the closing date; To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address, and give details of the issue to: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za) (NOT CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za) and not as specified, your application will be regarded as lost and will not be considered.



## OTHER POSTS

### **CHIEF EDUCATION SPECIALIST (CES) (Re-advertisement)**

Directorate: Institutional Operations Management - Agricultural Revitalization

Salary Notch: R1 002 012 – 1 536 543 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Ref: CESAR46/02/2024

Centre: Head Office - Zwelitsha

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license. Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Knowledge and interpretation of all relevant Acts and Policies related to the curriculum and the management and governance of schools. Experience in the latest developments of agricultural schools. Understand the concept of matrix management. A sound understanding of curriculum transformation issues, resourcing, governance, ICT, and capacity building processes of agricultural schools. Ensure supervisory, organizational, and interpersonal skills. Must have proven project management skills as well as adequate written and verbal skills. Must be able to work with external agencies in support of agricultural schools. Must be computer literate. in - MS Word, Ms Excel, MS Power Point and MS Outlook. Knowledge of Education Sector will be added advantage.

**DUTIES:** Oversee the institutional development and support functions of historical, township and rural agricultural schools in the province. Design frameworks for the revitalisation of historical, township and rural agricultural schools both institutionally and through the curriculum offerings. Align all plans with that of the Provincial Development Plan of the province to meet the goals of the province with regards to Agriculture Development. Ensure the management and coordination of HR Provisioning and physical resource needs in agricultural schools. Support the agricultural schools through a matrix management model that includes all units such as (infrastructure development, resourcing, curriculum) relevant to the thriving of this sector. Do an assessment of all the needs in Agricultural schools and develop a plan of action to address the emerging needs. Ensure that the relevant units contributing to the success of Agricultural schools execute the tasks as planned and report any challenges experienced in these schools to the relevant line specialists for further intervention. Conduct ongoing desktop research on education delivery in agricultural schools. Observe the management of budgets and procurement of the unit. Implement provincial government initiatives and national projects, including research projects. Communicate with stakeholders on issues pertaining to policy and of the schools. Support the development and training of all staff and stakeholders relevant to the agricultural schools.

Enquiries: Mr TJZ Mtyida (Tel No: 040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

### **CHIEF EDUCATION SPECIALIST (CES) INTERMEDIATE AND SENIOR PHASE (GRADES 4-7) (Re-advertisement)**

Directorate: Curriculum Management - Primary Curriculum Management

Salary Notch: R1 002 012 – 1 536 543 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Ref: CESCPE47/02/2024

Centre: Head Office - Zwelitsha

**REQUIREMENTS:** A recognized RVQ 13/14 qualification which includes a professional teacher education qualification. Registration with SACE as professional Educator. Nine 9 years' experience in the education field or in a similar environment. Must have a Valid Drivers' License. Must have a sound understanding and experience of management and the supervision of people. Must be able to manage diversity. Must have an understanding of performance management systems. Must have experience in research in a field related to education. A good understanding of the workings of Matrix Management i.e., across directorates and departments. Must have a sound understanding of curriculum changes and capacity building processes in education. Must be able to interpret, analyse and apply current legislation and departmental policies pertaining to the CAPS and all Assessment and Inclusive Education Policies and Guidelines. Proven written and verbal skills. Must be computer literate in - MS Word, Ms Excel, MS Power Point and MS Outlook. Knowledge of the Education Sector will be an added advantage.

**DUTIES:** Coordinate curriculum and assessment development initiatives within the Intermediate and Senior Phase i.e., from Grades 4-7. Provide oversight and ensure the planning and implementation of all subjects in Grades 4-7. Coordinate curriculum research and development initiatives. Analyse and interpret data and plan interventions for subjects. Implement, monitor, support and evaluate all provincial interventions. Set appropriate targets for subjects and provide follow-up support to districts. Develop policy guidelines and training materials in support of the Curriculum Assessment Policy Statement.



Ensure that all Subject Advisors are knowledgeable of the subjects and are able to support schools effectively. Ensure that Reading, Writing and Mathematics receives additional support in all schools and ensure that priority is given to struggling learners in these subjects. Support the use of ICT in Education, as it relates to teaching and learning in the classroom. Define and review on a continual basis the purpose, objectives, priorities, and activities of the sub-directorate. Participate in the Directorate and Chief Directorate's strategic planning process. Report to the Director on a regular basis on the activities of the sub-directorate, on matters of substantial importance to the Administration. Actively manage the performance and discipline of staff within the sub-directorate. Implement capacity building programmes where necessary. Responsible for the budgeting and management of the sub-directorate's budget expenditure. Responsible for ensuring that the correct procurement procedures are adhered to, that all assets are maintained and kept safe with full and proper records of transactions done by the sub-directorate.

Enquiries: Ms G Koopman (Tel No: 040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

### **CHIEF EDUCATION SPECIALIST (CES) (Re-advertisement)**

Directorate: Institutional Operations Management - School Administration

Salary Notch R1 002 012 – 1 536 543 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Ref: CESCA48/02/2024

Centre: Head Office - Zwelitsha

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Registration with SACE as professional educator. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license. Sound understanding and knowledge of governance and management. Management of Diversity. Understanding of norms and standards for school funding, and performance management systems. Knowledge of the of the constitutional development in relation to rights of learners to Education, as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation and school administration. A good understanding of Matrix management. Knowledge and understanding of the use of Information and Communications Technology (ICT) and SASAMS in managing learner admissions in schools. Coordinate policy development and capacity building programmes for School Governing Bodies and School Management Teams. Understanding of social learning approach in relation to learner participation in decision making processes in schools. Experience in research on the latest developments on the role of school governing bodied in the management of school finances. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse, and apply current legislation and departmental policies, specifically in regard to the processes by school governing body recommendations on expulsion of learners. Coordinate the drafting of provincial regulations as required by the South African Schools Act 84 of 1996. Supervisory, organizational, and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations, and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook. Knowledge of Education Sector will be added advantage.

**DUTIES:** Oversee institutional development and support functions to all schools within the districts. Design frameworks for district school interface for circuit managers within the district. Monitor school functionality. Manage and coordinate operational policies with regards to school governance, HR, Provisioning needs and physical resource needs. Financial management in schools and delivery of curriculum learning materials. Work within a matrix management arrangement with Head Office. Co-ordinate and manage all activities of circuit managers and school principals. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. Develop strategies for operations management within schools. Report any problems from finding to relevant line specialists for further intervention. Monitor the facilitation of education management development services. Develop operational strategies to implement policies and circulars by interpreting and coordinating such policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration. Monitor the facilitation of home education. Implement provincial government initiatives and national projects, including research projects. Communicate with stakeholders on policy and training issues. Manage and co-ordinate the development and training of school governing bodies.

**Enquiries: Mr TJZ Mtyida (Tel No: 040 608 4200)**

For e-Recruitment Enquiries, email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)





**CES: EEA EMPLOYEE RELATIONS (Re-advertisement)**

**Directorate: Human Resource Districts**

**Salary Notch: R1 002 012 – 1 536 543 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**Centres:**

| DISTRICT                 | REFERENCE NO     |
|--------------------------|------------------|
| Amathole East (1 post)   | CESEEA49/02/2024 |
| Sarah Baartman (1 post)  | CESEEA50/02/2024 |
| Alfred Nzo East (1 post) | CESEEA51/02/2024 |

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Registration with SACE as professional educator. Nine 9 years' experience in the educational field in a similar environment. A. Post degree qualification on the above will be an advantage. The applicant should have basic computer literacy skills in Microsoft Word, PowerPoint, and Excel. A valid driver's license with minimum code 8. Sound knowledge of the South African Labour Legislation, grievance, and dispute resolution procedures applicable to both public service act employees and educators. Understanding of various collective bargaining forums and policies relevant thereto. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution, decision-making capabilities, and planning. Bargaining and mediating skills are an added advantage. Knowledge of Education Sector will be added advantage.

**DUTIES:** Coordinate the administration of Disputes and grievances. Manage handling and facilitating the resolution of grievances, Manage the facilitation of the resolution of disputes. Manage the maintenance of disputes and grievance Information System. Manage the administration of received conflict and complaints. Manage conducting of labour relations audits and trends analysis, Manage the administration of disciplinary management services. Provide expert advice on the conduct of employees, Manage the analyse of information received and form conclusions, Manage the development and maintenance of Departmental database on misconduct cases, Minimise the number of disputes and unfair labour practices. Facilitate the sitting for Appeals Committee. Ensure that the departmental staff understand the government prescripts. Compile the statistical report. Manage the allocated resources, Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management , maintenance and safekeeping of assets

Enquiries: Mr. Mnguni (040 608-4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**CHIEF EDUCATION SPECIALIST: EDUCATION SOCIAL SUPPORT SERVICES**

**Directorate: Inclusive Education**

**Salary Notch: R1 002 012 – 1 536 543 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**Ref no: CESEEEES52/02/2024**

**CENTRE: Chris Hani West**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Registration with SACE as professional educator. Nine 9 years' experience in the educational field in a similar environment. A Valid drivers' license. Sound understanding and knowledge of governance management. Management of Diversity. Knowledge of the constitution as well as other relevant Acts and Policies. A valid driver's licence.

**DUTIES:** Manage all Social Plan Programmes, including scholar transport, rural school development, school nutrition and poverty Alleviation, HIV/AIDS advocacy. Develop strategies for the operations management within schools, report any problems from findings to the relevant line specialist for further intervention. Monitor the facilitation of education management development services. Develop operational policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration. Monitor the facilitation of home education. Implement provincial government initiatives and national projects, communicate



with stakeholders on policy and training issues. Manage and coordinate the development and training of School Government Bodies.

Enquiries: Mr Godlo (040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES  
(GRADE 1)**

**REF NO: LSPID53/02/2024**

**DIRECTORATE: LSPID Conditional Grant**

**SALARY Scale: R790 077 Per Annum (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**CENTRE: Chris Hani West**

**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 the community as and when needed.

Enquiries: Mr Ncapayi (040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES  
(GRADE 1)**

**REF NO: LSPID54/02/2024**

**DIRECTORATE: LSPID Conditional Grant**

**SALARY Scale: R790 077 Per Annum (An all-inclusive salary package, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**CENTRE: Joe Gqabi**

**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 the community as and when needed.

Enquiries: Mr Ncapayi (040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES  
(GRADE 1)**

**REF NO: LSPID55/02/2024**

**DIRECTORATE: LSPID Conditional Grant**

**SALARY Scale: R790 077 Per Annum (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**CENTRE: Chris Hani East**

**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 the community as and when needed.

Enquiries: Mr Ncapayi (040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**EDUCATIONAL PSYCHOLOGIST LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES  
(GRADE 1)**

**REF NO: LSPID56/02/2024**

**DIRECTORATE: LSPID Conditional Grant**

**SALARY: R790 077 Per Annum (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.**

**CENTRE: OR Tambo Inland**

**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 the community as and when needed.

Enquiries: Mr Ncapayi (040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

### **DCES: CURRICULUM ENRICHMENT PROGRAMMES**

**Directorate: Inclusive Education**

**Salary Notch: R 572 346 per annum (OSD).**

**Ref. DCESESS57/02/2024**

**Location: Buffalo City Metro**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification, which includes a minimum of 8 years' experience in the educational field. Valid Registration with SACE as professional educator.

**DUTIES:** Promote and coordinate processes for the provisioning of school sports services. Promote and coordinate the provisioning of school music, including choral music, visual and performing arts programmes at schools. Promote and coordinate processes for the implementation of debating, public speaking, and leadership development programmes in schools. Promote learner participation in exhibitions expos, festivals, and Olympics. Coordinate processes for the provisioning and maintenance of libraries, resources, and media centres in the schools. Review and analyse the impact of policies within the district and give feedback to Provincial Office. Facilitate greater coordination and collaboration with relevant stakeholders in implementing identified projects.

Enquiries: Mr Mabece (043-70862/7600542)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

### **DCES: CIRCUIT MANAGEMENT**

**Salary Notch: R 482 706 per annum (OSD)**

**Location: Joe Gqabi (Ref. DCESC58/02/2024) and OR Tambo Inland (Ref. DCESC59/02/2024) Sarah Baartman (Ref. DCESC60/02/2024), Amathole East (Ref. DCESC61/02/2024)**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Eight (8) years' experience in the educational field. Valid Registration with SACE as professional educator. Hands-on experience and knowledge of teacher development and curriculum policy implementation practices. A sound knowledge of the national Curriculum and Assessment Policy Statements and topical curriculum transformation issues Proven experience of leading and coordinating school's improvement projects. Ability to work independently as well as in a team. Good communication skills (written & verbal). Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse, and apply current legislation and departmental policies. Supervisory, organizational, and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations, and public speaking skills. Computer Literacy - MS Word, Ms. Excel, MS Power Point and MS Outlook, A valid driver's license. Competencies: Monitoring and evaluation, Performance Management, Decision making and initiating action, adhering to principles and values, Analysis, and interpreting, Writing, and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management

**DUTIES:** Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the



implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives; Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes

Enquiries: Mr. Mtyida (040 608 4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**DCES: EMPLOYEE RELATIONS – EEA (Re-advertisement)**

**Salary Notch: R 482 706 per annum (OSD)**

**Ref. DCESER62/02/2024**

**Location: OR Tambo Inland**

**REQUIREMENTS:** A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Registration with SACE as professional educator. Eight (8) years' experience in the educational field. A valid driver's license. Knowledge of legislations which include but not limited to: LRA; E of EA; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. A Diploma or Degree in Labour Relations related field will be an added advantage. Valid Driver's License.

**DUTIES:** Supervise the administration of Disputes and grievances: Facilitate the resolution of grievances, Facilitate of the resolution of disputes. Manage the maintenance of disputes and grievance Information System. Administer of received conflict and complaints, Manage conducting of labour relations audits and trends analysis, Administer of disciplinary management services, Provide expert advice on the conduct of employees, Analyse of information received and form conclusions, Develop and maintenance of Departmental database on misconduct cases, Provide support in minimizing the number of disputes and unfair labour practices, Facilitate the sitting for Appeals Committee, Ensure that the departmental staff understand the government prescripts, Compile the statistical report. Manage the allocated resources, Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates, Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets

Enquiries: Mr. Mnguni (040 608-4200)

For e-Recruitment Enquiries, Email: [Vukile.tokwe@ecdoe.gov.za](mailto:Vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**SES: CURRICULUM MANAGEMENT IN THE FET & GET (See relevant Subject Advisory vacancies in the table that follows) (12 posts)**

**Directorate: Curriculum Management**

**Salary Notch: R391 677per annum (OSD)**

**Location: Districts**

**REQUIREMENTS:** A recognised three- or four-year qualification, which includes professional teacher education. Registration with SACE as Professional educator. 5 years' experience in the educational field. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Competencies/skills. Experience in research of education policies. Sound understanding of Management. Principles. Sound knowledge and understanding of the NCS, CAPS and Assessment Policies. A thorough understanding of the principles and teaching methodologies in the subject applied for. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation, and presentation skills. Computer Literacy in MS Office Suite and MS Outlook

**DUTIES:** Knowledge and understanding in the teaching of the subject that is being applied for. Cross-field knowledge and experience in research, teacher training and materials development in the subject. Experience in networking with relevant stakeholders in the field of the subject applied for. Knowledge and understanding of all major relevant education legislation and policies. A commitment to participative management. The ability to communicate with ease at all levels. Project Management skills. Knowledge and understanding of the unpacking and facilitation of the curriculum, development of teaching materials such as Year Plans, Lessons Plans, Learner Workbooks where relevant to the subject., identifying the relevant LTSM to be used in the subject. Ability to train teachers. Understanding of planning and report writing. Be able to structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non- government sectors. Ensure the establishment and sustenance of appropriate structures, mechanisms, processes, and procedure to facilitate the development and implementation of the subject in the phase. Be able to effectively sustain a high level of performance.

| SUBJECT VACANCY | DISTRICT | REFERENCE NO |
|-----------------|----------|--------------|
|-----------------|----------|--------------|





|   |                 |                    |
|---|-----------------|--------------------|
| PRE-PRIMARY   | AMATHOLE EAST   | Ref. SES63/02/2024 |
| ENG FAL Grades 4 - 7  | ALFRED NZO EAST | Ref. SES64/02/2024 |
| HISTORY FET   | ALFRED NZO EAST | Ref. SES65/02/2024 |
| TECHNICAL SUBJECTS (FET)  | ALFRED NZO WEST | Ref. SES66/02/2024 |
| MATHEMATICS (GET)   | AMATHOLE WEST   | Ref. SES67/02/2024 |
| LANGUAGES, NUMERACY AND LIFE SKILLS (FOUNDATION PHASE GR R TO 13) | CHRIS HANI EAST | Ref. SES68/02/2024 |
| CONSUMER STUDIES AND TOURISM (FET)                                | CHRIS HANI WEST | Ref. SES69/02/2024 |
| TECHNICAL (FET)   | CHRIS HANI WEST | Ref. SES70/02/2024 |
| SES - ENGLISH IP (INTERMEDIATE PHASE)                             | JOE GQABI       | Ref. SES71/02/2024 |
| SES: HISTORY (FET)  | NMB             | Ref. SES72/02/2024 |
| MATHEMATICS FET   | ORTC            | Ref. SES73/02/2024 |
| ENGLISH FAL/HL (GET)  | SB              | Ref. SES74/02/2024 |

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 Fri) **APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED.** For any technical assistance emails could be sent to [Yukile.tokwe@ecdoe.gov.za](mailto:Yukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

#### APPLICATION INSTRUCTIONS:

Applicants should apply using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za).

Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not 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). New employees who are appointment for the first time in Public Service 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.

#### PLEASE 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. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)