



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, , Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Mr V Tokwe Tel: 040 608 4526. Email: vukile.tokwe@ecdoe.gov.za
Website: www.ecdoe.gov.za

PUBLIC SERVICE ACT POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION

DEPARTMENTAL ADVERT 02 OF 2024

Placement date: 26 April 2024

Closing Date: 13 May 2024

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

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)

APPLICATION INSTRUCTIONS: Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and / or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. NO HAND-DELIVERED/ NO EMAILED / NO FAXED / NO POSTED applications will be accepted.

CLOSING DATE: 13 MAY 2024

NOTE: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. 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. Where applicable, candidates will be subjected to a skills/knowledge test. 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. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity 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 of Education 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). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DIRECTOR: SECONDARY CURRICULUM MANAGEMENT (SENIOR & FET PHASES GR 8-12)

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

Salary Range: R 1 162 200 - R1 365 411 per annum (Level 13) (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: DoE-DSENCM01/04/2024

CENTRE: HEAD OFFICE ZWELITSHA

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Education as recognised by SAQA. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Competencies must include knowledge and understanding of all relevant National and Provincial Legislation and Policies pertaining to the administration of Public Services. Sound Knowledge and understanding of National and Provincial Strategic Plans guiding education (NDP, Schooling 2025). Knowledge and understanding of the NCS/ CAPS, National Protocol for Assessment (NPA), Language Policy, White Paper 6 (Inclusive Education) and White Paper 7 (ICT Integration into Education). Must have strong communication, report writing, project management and leadership skills. Knowledge and understanding of the Curriculum and Assessment processes in the FET phase will be advantageous.

DUTIES: Provide strategic leadership and manage the implementation of the Curriculum Assessment Policy Statement (CAPS) and the NPA, NPPPR in the SENFET Phases i.e. (Grades 8 -12) in the province. Develop provincial policies, guidelines, learning programs to facilitate the implementation of the CAPS and Assessment in these grades. Ensure the development and provision of quality learning and teaching support material, equipment and technology associated with the Curriculum Management Strategy. Plan for the promotion and improvement of Languages and Mathematics in the SEN-FET phases. Develop relevant intervention strategies to promote quality improvement in teaching, learning and assessment in all subjects Grades 8-12. Ensure the development of Subject Planners and Subject Advisors and ensure that they provide effective training and development to teachers within the Education Districts. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Ensure the effective implementation of all Assessment and Moderation processes. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.

ENQUIRIES: MS G Koopman (Tel No: 040 608 4200)

For e-Recruitment Enquiries, Email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DIRECTOR: EDUCATION DISTRICT OFFICE

CHIEF DIRECTORATE: DISTRICT COORDINATION AND INSTITUTIONAL ATTAINMENT CLUSTER B

PROGRAMME: Institutional Operations Management

SALARY RANGE: R 1 162 200 - R1 365 411 per annum (Level 13) (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: DoE-DDAW02/04/2024

CENTRE: Amathole West

NB - Gender equity (Females) and people living with disability will be prioritised in filling this post.

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

DUTIES: Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit, and district data to inform planning. Ensure that District, Circuits, and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of

Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants, and cluster meetings.

Enquiries: Mr A.M Mpupu Tel (047) 5024272/4225

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DIRECTOR: EDUCATION DISTRICT OFFICE (Re-advertisement)

CHIEF DIRECTORATE: DISTRICT COORDINATION AND INSTITUTIONAL ATTAINMENT CLUSTER A

PROGRAMME: Institutional Operations Management

SALARY RANGE: R 1 162 200 - R1 365 411 per annum (Level 13) (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: DoE-DDORTC03/04/2024

CENTRE: OR Tambo Coastal

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

DUTIES: Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective

communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit, and district data to inform planning. Ensure that District, Circuits, and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the district is cost effective and benefits the institutions equitably. To plan priorities of Eastern Cape Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the district. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the district. Manage and render communication services. Manage and render corporate services for the district in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants, and cluster meetings.

Enquiries: Mr TT Dyasi Tel (047) 5024272/4225

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DIRECTOR: COMMUNICATION & EVENTS MANAGEMENT (Re-advertisement)
CHIEF DIRECTORATE: COMMUNICATION AND STAKEHOLDER MANAGEMENT
SALARY RANGE: R 1 162 200 - R1 365 411 per annum (Level 13) (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: DoE-DIR-CE04/04/2024

CENTRE: Head Office, Zwelitsha

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Communication or Journalism or Public Relations from an accredited institution. A minimum of five (5) years' experience at middle or senior management level within government communication environment. Candidates must have completed the certification for entry into the SMS. Candidates must have a sound knowledge, understanding of the Basic Education Sector, Government

communications policies, programmes, and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; excellent writing and editing skills; excellent people management; planning, organising and project management and sound financial management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); and the ability to work accurately and independently during a pandemic. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates must be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management, and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership knowledge with proven knowledge and experience in managing personnel.

DUTIES: To act as the main spokesperson for the Eastern Cape Department of Education. Provide strategic advice to the MEC and HOD on research and analysis on matters of media relations and communication; Work in the advancement of the Department of Education's priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilise new media platforms to advance the work of the Department; Lead the development of the Department of Education's overall event management, intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography and internal communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Education's priorities; Lead the development of the Department of Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter. Plan and execute all events of the department. Co-ordinate the management of internal communication platforms (e.g., intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the HOD and the MEC office; Maintain a professional relationship with all internal and external stakeholders; Manage

personnel and service providers; and provide general strategic communications support to the Chief Director.

ENQUIRIES: Mr Mnqanqeni (Tel No: 040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DIRECTOR: HUMAN RESOURCE ADMINISTRATION

CHIEF DIRECTORATE: Human Resource Management and Development

SALARY RANGE: R 1 162 200 - R1 365 411 per annum (Level 13) (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: DoE-DIR-HRA 05/04/2024

CENTRE: Head Office, Zwelitsha

REQUIREMENTS: An undergraduate bachelor's degree (NQF level 7) as recognized by SAQA in Human Resource Management / Public Management / Administration. 5 years middle management experience in a human resource management environment. Computer literacy. Valid driver's license. Candidates must have completed the certificated for entry into the SMS. Public Service Act. Public Service Regulations. Treasury Regulations. Public Finance Management Act. Labour Relations Act. Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act. Skills Development Act. Research and Policy development. PERSAL System. Objectives of the Public service management framework. Human resource matters. Research method. Projects management. Planning and organizing. Strategic planning. Analytical decision making. Ability to solve problems. Co-coordinating skills. Leadership and Presentation skills. Negotiation skills. Consultation and Interviewing skills. Service delivery. Computer literacy. Facilitation skills. People Management.

DUTIES: Oversee the employee provisioning services, Oversee the rendering of human resource conditions of service for the Head Office, coordinate all human resource related issues for the Department, Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: Ms. L Sidiya (Tel No: 040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: INTERNAL & EXTERNAL COMMUNICATION (Re-advertisement)

Directorate: Communication

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) 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: DoE-DDCOM06/04/2024

CENTRE: Head Office - Zwelitsha

REQUIREMENTS: An appropriate recognised (3-year) undergraduate NQF Level 7 qualification in Communication or Journalism or Public Relations from an accredited institution. A minimum of five (5) years' experience at Assistant Director/junior management level (SL9/10) within government communication environment. Candidates must have a sound knowledge, understanding of the Basic Education Sector, Government communications policies, programmes, and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; excellent writing and editing skills; excellent people skills; planning organising and project management skills; sound financial skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Teams, Zoom, MS Outlook, Internet Explorer); and the ability to work accurately and independently during a pandemic. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management, and administering tender procurement processes in accordance with the PFMA.

DUTIES: To act as a spokesperson for the Eastern Cape Department of Education when needed. Support the Deputy Director in providing strategic communication leadership in the Basic Education Sector, the Provincial Education Departments and statutory bodies; Explore and utilize new media platforms to advance the work of the Department; Lead the development of the Department of Education's overall event management, intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives; Co-ordinate and implement intergovernmental relations and community liaison for the Department of Education; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, television, digital, videography and internal communication; Work to enhance the delivery of publication,

photojournalism, videography and internal communication services for the advancement of the Department of Education's priorities; Support the development of the Department of Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualization, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate and implement the weekly publication of the Departmental Newsletter. Support the planning and executing of all events of the department. Facilitate and co-ordinate the management of internal communication platforms (e.g., intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.); Facilitate and co-ordinate the management of photojournalism, editing and videography services to all Directorates, the HOD and the MEC office; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and provide general communications support to the Deputy Director.

ENQUIRIES: Mr Mnqanqeni (Tel No: 040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: ACCOUNTING REPORTING (Re-advertisement)

Directorate: Accounting Services and Reporting

SALARY RANGE: R 849 702 – R 1 000 908 Inclusive Package (LEVEL 11) 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: DoE- DDFAAR07/04/2024

Centre: Head Office, Zwelitsha

REQUIREMENTS: An appropriate recognised undergraduate NQF level 7 in Financial Management or Accounting as recognized by SAQA. Job Related Work Experience: 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10) credible and applicable experience in the auditing and/or compilation of financial statements in the Public Sector. Special requirements (Skills needed): Auditing skills, well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Good inter-personal relations. Audit knowledge, extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions, and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Departmental of strategic direction.

DUTIES: The successful incumbent will be responsible for the preparation of interim and annual financial statements, ensure adequate supporting documents, data, and credible accounting entries. Ensures financial statements are fairly presented. Assess compliance with financial regulations and financial reporting framework by testing the

financial records, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position. Demonstrate in depth understanding of the Modified Cash Standards and the auditing standards in the Public Sector. Ensures all information required by legislation or regulations to be disclosed is disclosed in the financial statements. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and any operational issues that may impact the validity, accuracy, and completeness of the information to be presented in the financial statements of the Department. Able to manage the work force to ensure on time submission of financial statements.

Enquiries: Mr. C. Nombembe (040 – 6084200

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: CONTRACT MANAGEMENT

DIRECTORATE: Contract Management Services

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) 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: DoE-DDCM08/04/2024

CENTRE: East London - Mandla Makapula Educational Institute

REQUIREMENTS: An appropriate recognised undergraduate NQF level 7 qualification in Legal or SCM as recognised by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10) within Contract Management environment. The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Knowledge of policy development and implementation. Admission as an Attorney or Advocate will be an added advantage. Knowledge of Organizational and government structures. Knowledge of Government legislations. Knowledge of SCM regulations, practice notes, circular and policy frameworks. Knowledge of BBBEE Act 53 of 2003. Knowledge of contract management in the public sector environment and knowledge of PFMA and Treasury regulations. Experience in the management of major contracts and Project management. Accountability and Ethical conduct. Good communication skills. Client orientation and customer focus. Problem solving and analysis.

DUTIES Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake, and review the monitoring, analyses, and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all

documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review, and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality, and price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration.

Enquiries: Ms. P Silolo (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: LOGISTICS AND STORES MANAGEMENT

DIRECTORATE: Logistics and Disposal Management

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) 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: DoE-DDLOG09/04/2024

CENTRE: Head Office - Zwelitsha

REQUIREMENTS: An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. At least five years relevant experience of which three (3) years' experience must be at Assistant Director Level (SL9/10) in Supply Chain Management / Logistics Management environment. Must have a valid driver's license. Understanding of the basic education sector will be an added advantage.

COMPETENCIES AND SKILLS: Sound and in-depth knowledge of relevant prescripts: Public Service Finance Management Act, Treasury Instruction and Practice Notes, Guide to Accounting Officers in Supply Chain Management, Modified Cash Standards and People Management. Good communication skills (verbal and written), Excellent computer literacy with knowledge of the MS Office 365 suite preferably Excel, Projects, Power BI etc. Project Management skills. Knowledge of the Labour Relations Act, Basic Conditions of Employment Act and Public Service Regulations, South African Schools Act. Ability to work under immense pressure.

DUTIES: Manage inventories by ensuring that inventory items are recorded in the inventory registers and that supporting documentation is filed for audit purposes. Ensure inventory management policies and procedures are developed and implemented at head office, district, and all level in the Department. Provide on and off-site support to end users. Liaising with head office officials responsible for resourcing schools, district officials and circuit managers to check inventory levels for replenishment of school inventory items. Reconciling inventories register and

managing the overall functions of deploying resources to school. Manage the processing of requisitions by monitoring processing of requisitions to ensure that they comply with legislation. Implement an effective and efficient logistics function compliant with departmental policies and procedures and applicable legislative requirements. Plan and oversee implementation of inventory verification and reconcile against the Inventory Register. Ensure misclassifications are cleared. Prepare and submit Monthly, Annual and Interim Financial Statements inputs. Handle Audit queries regarding inventory management. Quarterly review performance of staff within Inventory Management in line with the Human Resources Management guidelines.

ENQUIRIES: Mrs. Lupondwana, Tel no: 040 608 4479

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT

DIRECTORATE: Supply Chain Management

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) 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: DoE-DDDSCM10/04/2024

CENTRE: Chris Hani West

REQUIREMENTS: An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.

DUTIES: Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management

regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyze on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. 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 Godlo (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: FRAUD & ANTI-CORRUPTION

DIRECTORATE: Risk Management

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) 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: DoE-DDANTI11/04/2024

CENTRE: Head Office - Zwelitsha

REQUIREMENTS: An appropriate recognised undergraduate NQF 7 qualifications in Risk Management/Internal Auditing/Accounting/Economics as recognized by SAQA. Must have 5 years' relevant experience of which three years must have been at Assistant Director Level (SL9/10). Valid Code B Driver's licence. Intimate knowledge of the public sector and its regulatory and legislative framework. the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Cogent knowledge in curriculum development and management including professional development. Fully computer literate in MS Office.

DUTIES: Manage the development of Fraud and Anti-corruption governance tools. Develop the departmental fraud and anti-corruption prevention policy and plan. Monitor the implementation of fraud and corruption prevention policy and plan. Develop and monitor the implementation of the departmental code of ethics. Provide support in the implementation of fraud and corruption prevention plan. Identify units with challenges in the implementation of the plan. Facilitate capacity building workshops. Monitor fraud and corruption in the Department. Conduct investigations on fraud and corruption perpetrated against the Department. Report on the management of fraud and corruption. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the sub-directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Sub-directorate's human resources. Direct the utilisation of technology in support of the Sub-directorate's business processes.

Enquiries: Mr Addae (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT (PMDS AND QMS)

DIRECTORATE: Human Resource Development

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (Salary Level 11) 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: DoE-DDPM12/04/2024

CENTRE: Head Office - Zwelitsha

REQUIREMENTS An appropriate recognised (3-year) undergraduate NQF 7 qualifications as recognized by SAQA in Human Resource Management/Public Management/Public Administration with 5 years' relevant experience of which three years must have been at Assistant Director Level (SL9/10) A valid driver's license. Skills: Project Management Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES: Monitor the implementation of PMDS & QMS · Manage the development of tools to monitor and report on the implementation of PMDS & QMS in the Department. Ensures that the performance management system provides a framework for planning, managing, and developing employee performance in line with the Department's strategic objectives. Manage the analysis performance data and trends with a view to verify alignment thereof to the institutional performance and facilitate at a strategic level corrective action. Manage the implementation of and recognition and reward framework as well as the alignment between incentive awards and the budget. Provide secretariat support services to the central moderating structures. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Sub Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

Enquiries: Ms Sidiya (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: DISTRICT HR ADMINISTRATION AND PLANNING:

DIRECTORATE: Human Resource Administration & Planning

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (LEVEL 11) 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: DoE-DDHRA&P13/04/2024

CENTRE: Chris Hani West

REQUIREMENTS: An appropriate recognised (3-year) undergraduate NQF level 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

DUTIES: In consultation with Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Control and oversee and recruitment procedures. Conduct reference check to potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Develop, improve, interpret, and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

Enquiries: Mr Godlo (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT

DIRECTORATE: Financial Management

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (LEVEL 11) 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: DDFM&P14/04/2024

CENTRE: Amathole East

REQUIREMENTS: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage.

COMPETENCY REQUIREMENTS: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS)

DUTIES: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with

minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

Enquiries: Mrs Tolom (040 401 7800)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT

DIRECTORATE: Financial Management

SALARY RANGE: R 849 702 – R 1 000 908 inclusive package (LEVEL 11) 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: DoE-DDFM&P15/04/2024

CENTRE: Nelson Mandela Bay District

REQUIREMENTS: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. COMPETENCY REQUIREMENTS: In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles.

SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS)

DUTIES: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

Enquiries: Mr Gorgonzola (0413604477)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

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

DIRECTORATE: LSPID Conditional Grant

SALARY RANGE: R 827 211 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.

REF NO: DoE-LSPID16/04/2024

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 / anele.rululu@ecdoe.gov.za

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

DIRECTORATE: LSPID Conditional Grant

SALARY RANGE: R 827 211 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.

REF NO: DoE-LSPID17/04/2024

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 / anele.rululu@ecdoe.gov.za

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

DIRECTORATE: LSPID Conditional Grant

SALARY RANGE: R 827 211 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.

REF NO: DoE-LSPID18/04/2024

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 / anele.rululu@ecdoe.gov.za

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

DIRECTORATE: LSPID Conditional Grant

SALARY RANGE: R 827 211 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.

REF NO: DoE-LSPID19/04/2024

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 / anele.rululu@ecdoe.gov.za

SENIOR LEGAL ADMINISTRATION OFFICER MR6 (Re-advertisement)

DIRECTORATE: Legal Services

SALARY RANGE: R556 356 – R1 314 666 per annum (Inclusive 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. The successful candidate will be required to sign a performance agreement.

REF NO: DoE-SLAO20/04/2024

CENTRE: Head Office - Zwelitsha

REQUIREMENTS: A SAQA recognised LLB degree. At least 8 years' appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. At least three years' demonstrable experience in education law. At least two years' demonstrable experience in contracts management and SCM processes. Demonstrable knowledge of all legislation relevant to the education sector. At least two years' supervisory experience. A post graduate qualification and Public Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential. Knowledge of Education Sector will be added advantage.

DUTIES: To render legal advisory services to the Department of Education (Eastern Cape Province) related to legal and policy compliance, legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise, and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically, and efficiently manage the monetary, physical, and human resources allocated to the Unit.

Enquiries: Ms S Naidoo (043 702 7459)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR: FINANCIAL MONITORING AND REPORTING (Re-advertisement)

DIRECTORATE: Management Accounting

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

Ref. DoE-ADFAAR21/04/2024

Centre: Head Office – Zwelitsha

REQUIREMENTS: An appropriate recognised undergraduate NQF level 7 Qualification in Accounting/Financial Management as recognized by SAQA. Relevant experience in a financial accounting environment plus preparation of financial statements will be added advantage. A postgraduate degree will be an added advantage. Five (05) years working experience in Supply Chain Management or Finance related field, of which three (03) years must be at supervisory level (salary level 7/8). Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g., Modified Cash Standards (MCS), PFMA, GRAP and Treasury Regulations. Working knowledge of the transversal systems (BAS, PERSAL and LOGIS). Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadlines.

DUTIES: Ensure effective corporate governance processes and sound resources management. Compilation of the Annual and Interim Financial Statements inclusive of disclosure notes and notes. Provide guidance in compilation of inputs to AFS/IFS to District offices and relevant units. Review working files to be reasonably assured that supporting documents are in place to support disclosed transactions. Compilation and submission of Annual and Interim Financial Statements to the relevant authorities. Attending audit queries.

Enquiries: Mr. C. Nombembe (040-6084415)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR: GOVERNANCE, FRAUD, LOSS, AND AUDIT MANAGEMENT (Re-advertisement)

DIRECTORATE: Internal Control

SALARY RANGE: R 444 036 - R 532 602 Per Annum (Level 09)

REF NO: DoE-ADICU22/04/2024

CENTRE: Head Office - Zwelitsha

REQUIREMENTS: An appropriate recognised undergraduate NQF level 7 Qualification in Internal Auditing/ Public Management/ Public Administration as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficient in the application of MS Office

Package. Any of the following Certification's CIA, PIA, IAT, QAR will be added advantage Valid driver's license. Knowledge of Education Sector will be added advantage. Extensive Knowledge of Financial Management as directed by the Public Finance Management Act, 1999 and Treasury Regulations/ SCM policies and prescripts/ Human Resource Management policies, procedures and prescripts, Internal Control Management Practices.

DUTIES: Establish an integrated internal control systems (including review of all financial policies and procedure documents); Manage the delegations framework for the Department; Manage the appointment of programme and responsibility managers; Manage the consolidation of all systems description formulation and review; Manage the collation of specimen signatures for programme and responsibility managers; Manage the Departmental governance frameworks; Manage the Financial and Financial Related Systems Control framework; Fraud/unethical behaviour prevention framework development and review; Manage the implementation of Policy and Control development and implementation in-line with New Treasury Regulations, SCM requirements and HRM legislation; Management of System Documentation. Provincial support and monitoring of Districts; Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness; Resolve problems of motivation and control with minimum guidance from manager; Delegate functions to staff based on individual potential; Provide the necessary guidance and support and afford adequate training and development opportunities to staff; Ensure timeous development and implementation of work plans and personal development plans (PDPs) for all subordinates; Manage daily employee performance and ensure timely performance assessments of all subordinates; Ensure management, maintenance and safekeeping of assets

ENQUIRIES: Ms. N Gqoli Tel No: (040) 608 4200

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR: COMMUNICATION (INTERNAL & EXTERNAL COMMUNICATION) (Re-advertisement)

DIRECTORATE: Communication and Events Management

SALARY RANGE: R 444 036 - R 532 602 Per Annum (Level 09)

REF NO: DoE-ADSM23/04/2024

CENTRE: Head Office - Zwelitsha

REQUIREMENTS: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Communication Science/ Marketing/ Public Relation/ Media Studies or Journalism as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post graduate degree in the above will be an added advantage Knowledge:

Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

DUTIES: Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spoke person for Department of Education in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the Department of Employment and Labour at Provincial level (monthly). Manage Department of Employment and Labour internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly).

ENQUIRIES: Ms N Mgijima Tel No: (040) 608 4200

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR – DISTRICT DEMAND AND ACQUISITION SERVICES (Re-advertisement)

DIRECTORATE: Supply Chain Management

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADDAS24/04/2024

CENTRE: Alfred Nzo West

REQUIREMENTS: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES: Implement Demand Management Policies and Procedures in The District Office Promote Sound Implementation of Demand Management Practices Monitor. The Demand Management Activities Monitor Effectiveness of Departmental Policies with regards to Acquisition Management. Development of Annual Procurement Plan for the District Office. Develop Goods & Services of specifications. Conduct Research with Information from Departmental Procurement Plan. Determine whether specifications should contain any special conditions. Compile Tender / Quotation Specifications. Request for proposal as required. Determine whether specification for the relevant commodity exists. If not collect information and compile specification / terms of reference. Ensure functioning of the bid specification, quotations committee and render a secretariat service to the relevant Committees. Provide acquisition management services: Monitor the acquisition management activities by ensuring compliance to SCM Prescripts. Manage the setup of the bid specification, bid evaluation, bid adjudication, quotations committee and disposal committees and render a secretariat service to the relevant committees. Manage bidding process in the district office. Facilitate the compilation of bid documents and advertisements. Monitor the process of receipt (Closing and Opening) of bid documents in the district. Process bid documents by Ensuring that all bid documents are complete. Manage the sourcing of bids from the database according to the threshold values determined by National Treasury. Manage the compilation of the list of prospective suppliers. Manage the development of terms of reference. To invite service providers for an expression of interest. Receive, evaluate, and adjudicate expressions of interest. Manage compilation and development supplier's database. Manage the allocated resources of the sub-directorate. In line with legislative and departmental policy, directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions 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. Mbangeni (0392560594)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR – DISTRICT DEMAND AND ACQUISITION SERVICES (Re-advertisement)

DIRECTORATE: Supply Chain Management

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADDAS25/04/2024

CENTRE: Joe Gqabi

REQUIREMENTS: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES: Implement Demand Management Policies and Procedures in The District Office Promote Sound Implementation of Demand Management Practices Monitor. The Demand Management Activities Monitor Effectiveness of Departmental Policies with regards to Acquisition Management. Development of Annual Procurement Plan for the District Office. Develop Goods & Services of specifications. Conduct Research with Information from Departmental Procurement Plan. Determine whether specifications should contain any special conditions. Compile Tender / Quotation Specifications. Request for proposal as required. Determine whether specification for the relevant commodity exists. If not collect information and compile specification / terms of reference. Ensure functioning of the bid specification, quotations committee and render a secretariat service to the relevant Committees. Provide acquisition management services: Monitor the acquisition management activities by ensuring compliance to SCM Prescripts. Manage the setup of the bid specification, bid evaluation, bid adjudication, quotations committee and disposal committees and render a secretariat service to the relevant committees. Manage bidding process in the district office. Facilitate the compilation of bid documents and advertisements. Monitor the process of receipt (Closing and Opening) of bid documents in the district. Process bid documents by Ensuring that all bid documents are complete. Manage the sourcing of bids from the database according to the threshold values determined by National Treasury. Manage the compilation of the list of prospective suppliers. Manage the development of terms of reference. To invite service providers for an expression of interest. Receive, evaluate, and adjudicate expressions of interest. Manage compilation and development supplier's database. Manage the allocated resources of the sub-directorate. In line with legislative and departmental policy, directives and

comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Dr Mceleli (051- 6111380/6110064)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR: ICT

DIRECTORATE: Information Communication Technology

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADICT26/04/2024

Centre: Head Office – Zwelitsha

REQUIREMENTS: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Computer Science, Information Systems as recognized by SAQA. Five (5) years' experience as a Cyber Security Specialist or similar role. Hands-on experience in analyzing high volumes of logs, network data and other attack artifacts. Experience with vulnerability scanning solutions. Proficiency with antivirus and security software. A valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES: Determine security violations and inefficiencies by conducting periodic audits. Upgrade our network and infrastructure systems. Implement and maintain security controls. Identify and solve potential and actual security problems. Assess the current situation, evaluating trends and anticipating security requirements. Keep users informed by preparing performance reports, communicating system status. Maintain quality service by following organization standards. Maintain technical knowledge by attending educational workshops. Contribute to team effort by accomplishing related results as needed. Ensure that cyber security projects meet objectives across our organization. They are responsible for various tasks, including process re-engineering and documentation of activities related to this area. A Cyber Security Specialist's responsibilities include using their skills to detect insecure features and malicious activities within our networks and infrastructure. They will implement customized application security assessments for client-based asset risk, corporate policy compliance as well as conduct vulnerability assessment. They should have an advanced understanding of TCP/IP, common networking ports and protocols, traffic flow, system administration, OSI model, defense-in-depth, and common security

elements. The specialist's focus is not only limited to assessing whether vulnerabilities exist but also how those risks could be mitigated which can help provide organizations with more confidence about system stability going forward. Ultimately, you will work to ensure the security of our business information, employee data and client information throughout our entire network.

Enquiries: Mr Cele (Tel no 040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (Re-advertisement)

DIRECTORATE: Physical Resource Management - Physical Resource Planning & Property Management

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADPA27/04/2024

Centre: Head Office– Zwelitsha

REQUIREMENTS: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 qualification in Real Estate or Property Management as recognised by SAQA. Must be computer literacy. Five years' experience of which three experience post qualification must be at supervisory level (level 7/8). PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Land Affairs and Immovable Asset Register. Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Accommodation, Municipal Accounts and Expenditure Management. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal

accounts through the finance section. Identify excessive use of water or electricity. Utilities. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. 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.

Enquiries: Mr. Monare (040-608 4246)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR: RISK MANAGEMENT

DIRECTORATE: Risk Management

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADRM28/04/2024

CENTRE: Head Office – Zwelitsha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6, preferable NQF 7 in Risk Management/Internal Auditing/Accounting/Economics as recognised by SAQA. A minimum with 5 years' experience of which three years must have been at supervisory level (SL 7/8). Computer literacy. A valid driver's license. Intimate knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements, public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Knowledge of Education Sector will be added advantage.

DUTIES: Provide technical support with the development and maintenance of DOE's Risk Management Governance Structure, framework, policies, and instruments. Coordinate and assist with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Review, design, develop and implement risk management policies, strategies, and processes. Coordinate processes to monitor and review the effectiveness of DOE's risk management framework and facilitate corrective action. Develop risk management competence and maturity. Develop and maintain

stakeholder relations and collaborative partnerships. Facilitate the implementation of DOE's enterprise-wide risk management framework. Develop and implement DOE's Risk Management Plan. Evaluate and define the macro internal and external (organisational) context of DOE's operations. Provide technical assistance to business units to comply with risk management imperatives by establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritising the Internal and external risks. establishing of a risk profile; and establishing a risk treatment or mitigation plan. Consolidate risk profiles into a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

Enquiries: Mr. Addae (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR: HRIS POLICY & RESEARCH
DIRECTORATE: HUMAN RESOURCE PLANNING & INFORMATION SYSTEMS
SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)
REF NO: DoE-ADRM29/04/2024
CENTRE: Head Office – Zwelitsha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6, preferable NQF 7 in Human Resource Management/Public Management/Public Administration as recognised by SAQA. A minimum with 5 years' experience of which three years must have been at supervisory level SL 7/8). Computer literacy. A valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES: Develop and facilitate the implementation of relevant HR Information System in Dept. Facilitate the application of HR Information Systems. Manage and monitor the utilization of relevant HR Information Systems components. To analyze HR related data. Facilitate establishment and effective utilization of HR management Database at Head Office and Districts. The rendering of advisory services to department on HR Information matters, including the supply and demand of HR in line with the strategic plan of the department. Provide support to management with regards to HR related matters.

Enquiries: Mr. Meiring (0437351820)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR – DISTRICT HR PLANNING

DIRECTORATE: Human Resources

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADDHRAP30/04/2024

CENTRES: Joe Gqabi

REQUIREMENTS: An appropriate recognised (3-year) undergraduate NQF 6 preferable NQF 7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.

DUTIES: Provide human resource management systems administration and compliance services. Co-ordinate and administer PPN allocation process within the district. Co-ordinate person to post matching process. Provide PERSAL district coordination support services. Generate PERSAL management reports, initiate corrective action and report thereof. Monitor PERSAL suspense account transactions, initiate corrective action thereof. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support, co-ordination services. Provide support to recruitment processes.

Enquiries: Ms Masiza (051- 6111380/6110064)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR – STATUTORY AUDIT

DIRECTORATE: Internal Audit

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADCC31/04/2024

CENTRE: Head Office – Zwelitsha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 preferable NQF 7 in accounting/ Commerce/ Auditing as recognised by SAQA. Professional Internal Audit Certification- PIA as an added advantage. A minimum of 5 years relevant experience of which 3 years must be at supervisory level (salary level 7/8) and a valid driver's license. Reasonable experience in computer applications in the office management Including MS Word, Excel, PowerPoint, and Outlook. Knowledge and application of Batho Pele Principles. Ability to work independently, well developed interpersonal communication (both verbal and written) skills. Knowledge of Education Sector will be added advantage.

DUTIES: Conduct special and statutory audits. Implement the departmental strategic, operational, and statutory performance audit plans in accordance with acceptable audit standards and stipulated timeframes. Provide statutory auditing services and make value added recommendations to enhance the overall performance of the organisation. Provide support in the preparation of report findings to the Audit Committee. Analyse the implementation risks and implement statutory audit engagements accordingly. To provide support in the development, implementation and maintaining of statutory audit methodology for the Department. Analyse the DOE operational environment and develop tailor made audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the internal auditing function and its role to assist line managers to continuously improve service delivery and value for money aspects. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

Enquiries: Ms. Madolo (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR – ASSET & DISPOSAL MANAGEMENT

DIRECTORATE: Logistics and Disposal Management

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADRM32/04/2024

CENTRE: Head Office – Zwelitsha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF Level 7 qualification in Supply Chain Management/Financial Management/ Financial Information Systems as recognised by SAQA. A postgraduate degree will be an added advantage. Five (05) years working experience in Supply Chain Management or Finance related field, of which three (03) years must be at supervisory level (salary level 7/8). Knowledge of the PFMA, GRAP, Accounting Framework for Departments, Asset Management Framework and Treasury Regulations, Modified Cash Standards. Practical knowledge of the LOGIS system. Excellent computer literacy with knowledge of the MS Office 365 suite preferably Excel, Projects, Power BI etc. Demonstrate leadership/ interpersonal relationship and asset management skills. Ability to monitor and check information as well as set up and maintain information systems. Willingness to work cooperatively with others as a team and good communication skills. Must have a valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES: Assist in the implementation, advocacy and monitoring of the provincial Movable Asset Management policies and guidelines. Implementation of new legislative requirements pertaining to movable asset reporting. Roll-out policies and guidelines. Oversee and provide support to 12 education districts, 4 teacher institutes and other departmental offices on management of assets. Maintenance of asset registers. Conduct monthly expenditure reconciliations. Reconcile BAS and LOGIS with the Asset Register monthly. Update Asset Registers for Additions. Assist on preparing AFS for interim and final audit for both internal and external Auditors. Develop Action Plans and clear audit queries. Maintain audit records for asset transactions. Update Asset Registers for disposals, transfers, losses, finance leases etc. Retiring of all losses and disposed assets in the register. Bi –annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Ensure misclassifications are cleared. Ensure proper annual reporting and reconciliations. Assist in the establishment and functioning of Asset Disposal and Loss Committees. Manage stakeholder relationships. Oversee the administrative functions of the unit. Perform people management functions. Manage Projects. Ensure the achievement of operational targets. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

Enquiries: Ms. P Silolo (040 608 4479)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR - PERFORMANCE AUDIT

DIRECTORATE: Internal Audit

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADDS33/04/2024

CENTRE: Head Office – Zwelitsha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/ Commerce/ Auditing as recognized by SAQA. Professional Internal Audit Certification- PIA as an added advantage. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Proof of registration with the relevant council or professional body A post degree qualification in the above will be an added advantage. Intimate knowledge of the public sector and its regulatory and legislative framework. the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law, The public sector financial management regulatory framework; and control and reporting requirements, public sector management reporting requirements, Diversity Management, Basic knowledge of corporate services functions. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES: Provide performance audit services on the performance of departmental programmes. Provide support in the development and implementation of the departmental strategic, operational and engagement performance audit plans in accordance with acceptable audit standards and stipulated timeframes. Provide performance auditing services and make value added recommendations to enhance the overall performance of the organisation. Report findings to the Audit Committee. Analyse the implementation risks and implement performance audit engagements accordingly. Monitor and evaluate the impact of the performance auditing function and report thereon. Provide technical assistance with the establishment and maintenance of DOE's internal audit governance structures. Provide support in the development, implementation, and maintenance a performance audit methodology for the Department Analyse the DOE operational environment and develop tailor made performance audit instruments and methodologies. Engage with departmental management structures to facilitate an understanding of the importance of the performance auditing function and its role to assist line managers to continuously improve service delivery and value for money aspects. Manage relationships with clients and other stakeholders with objective of achieving improving customer satisfaction. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Sub Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and

account for the utilisation of the section's human resources. Direct the utilisation of technology in support of the section's business processes.

Enquiries: Ms Madolo (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR – DEBT AND REVENUE SERVICES

DIRECTORATE: DEBT AND REVENUE SERVICES

SALARY RANGE: R 444 036 - R 532 602 per annum (Level 09)

REF NO: DoE-ADDS34/04/2024

CENTRE: Head Office – Zwelitsha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS). Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES: Monitor sundry payments and compile monthly reports. Reconcile sundry payments and report monthly. Facilitate inter-departmental claims. Administer infrastructure and LTSM payments. Implement bank rejections. Facilitate and monitor the sections audit intervention plan. 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 Nombembe (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ASSISTANT DIRECTOR – PSA Employee Relations
DIRECTORATE: PSA Employee Relations and Performance Management
SALARY R 444 036 - R 532 602 per annum (Level 09)
REF NO: DoE-ADDS35/04/2024
CENTRE: Head Office – Sarah Baartman

Requirements: Three-year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation. Duties: Finalise all grievances and complaints received from employees in the Department, Process and finalize all misconduct cases in the Department, Coordinate and provide support in terms of representing Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration, Develop and manage the information and records of all activities in the Employment Relation, Coordinate the finalization of all disciplinary cases in the Department and manage resources of the section.

Enquiries: Mr De Bruyn (0424712131)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

WORK STUDY OFFICER – ORGANISATIONAL DEVELOPMENT PRACTITIONER
DIRECTORATE: Organisation Development
SALARY RANGE: R 376 413 - R 443 403 per annum (Level 08)
REF NO. DoE-ADSP36/04/2024
CENTRE: Head Office – Zwelitsha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Operations Management/ Business Analysis/ Organizational Development as recognized by SAQA. Certificate in Management Sciences/ Organisation & Development Certificate may serve as an advantage. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES: Provide Administrative support in developing and maintaining organizational and post establishment in line with imperatives set by the strategic plan. Provide Administrative support in the coordination of job evaluation services, change

management process. Provide admin assistance in the business process management service. Perform administrative and related functions.

Enquiries: Mr M. Zazela (040 608 4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

PERSONNEL PRACTITIONER: HRP

COMPONENT: Human Resources Management

SALARY RANGE: R 308 154 – R 362 994 Per Annum (Salary Level 7)

REF NO: DoE-PP37/04/2024

CENTRE: Nelson Mandela Bay - Gqeberha

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 NQF 7 in Human Resource Management/Labour Law as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES: Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide district PERSAL control services. Provide HR management Information services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide Persal district coordinator support services. Generate PERSAL management report, initiate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mr Gorgonzola (0413604477)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT
DIRECTORATE: Logistical Management and Auxiliary Services
SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)
REF NO: DoE-PAO38/04/2024
CENTRE: Alfred Nzo West

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.

DUTIES: Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mr Mbangeni (039 - 2560111)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT
DIRECTORATE: Logistical Management and Auxiliary Services
SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)
REF NO: DoE-PAO39/04/2024
CENTRE: Buffalo City Metro

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.

DUTIES: Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mr Mabece (04088410549)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

PROVISIONING ADMIN OFFICER: FACILITIES MANAGEMENT
DIRECTORATE: Logistical Management and Auxiliary Services
SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)
REF NO: DoE-PAI40/04/2024
CENTRE: Nelson Mandela Bay

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Supply Chain Management/Logistics Management/Public Management/Public Administration as recognised by SAQA. A minimum of 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.

DUTIES: Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide security management services. Provide office maintenance services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

Enquiries: Mr Gorgonzola (0413604477)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATION OFFICER

DIRECTORATE: Examination and Assessment
SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)
REF NO: DoE-AO41/04/2024
CENTRE: Amathole East

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Public Management/Public Administration/Business Management as recognised by SAQA with at least 3-5 years relevant experience. Proven working knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Handle the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

Enquiries: Mr Tolom (047- 4911070)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMIN OFFICER: CIRCUIT SUPPORT

DIRECTORATE: CIRCUIT ADMIN SUPPORT

SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)

REF NO: DoE-AO42/04/2024

CENTRE: Buffalo City Metro

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Public Management/Public Administration/Business Management as recognised by SAQA with at least 3-5 years relevant experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures. Good managerial skills, good people skills, organizing skills and Time management & Leadership skills, computer literacy. Effective communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Knowledge of Education Sector will be added advantage.

DUTIES: Provide maintenance and administrative support to the circuit. Coordinate data collection from schools for the circuit. Provide secretariate support to circuit governance structure. Provide administrative support on examination and assessment service for the circuit.

Enquiries: Mr Mabece (04088410549)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DISTRICT STATE ACCOUNTANT

UNIT: EXPENDITURE MANAGEMENT

SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)

REF NO: DoE-DSS43/04/2024

CENTRE: Sarah Baartman

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES: Record, check, and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget Scola items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

Enquiries: Mr De Bruyn (0424712131)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

DISTRICT STATE ACCOUNTANT

UNIT: EXPENDITURE MANAGEMENT

SALARY RANGE: R 308 154 – R 362 994 per annum (Level 07)

REF NO: DoE-DSS44/04/2024

CENTRE: OR Tambo Inland

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.

DUTIES: Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget Scola items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

Enquiries: Ms. Makrweide (0471341178)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATIVE CLERK

UNIT: EXAMINATIONS AND ASSESSMENTS

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

REF NO: DoE-AC45/04/2024

CENTRE: Joe Gqabi

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems
Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

Enquiries: Dr Mceleli (051- 6111380/6110064)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATIVE CLERK

DIRECTORATE: CIRCUIT ADMIN SUPPORT

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

REF NO: DoE-AC46/04/2024

CENTRE: Alfred Nzo West

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems
Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

Enquiries: Mr Mbangeni (0392560594)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATIVE CLERK

DIRECTORATE: ASSET & STORES MANAGEMENT

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

REF NO: DoE-AC47/04/2024

CENTRE: Sarah Baartman

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems
Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

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

Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

Enquiries: Mr De Bruyn (0424712131)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATIVE CLERK

DIRECTORATE: CIRCUIT ADMIN SUPPORT

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

REF NO. DoE-AC48/04/2024

CENTRE: Nelson Mandela Bay

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

Enquiries: Mr Gorgonzola (0392560594)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATIVE CLERK

DIRECTORATE: ASSET & STORES MANAGEMENT

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

REF NO: DoE-AC49/04/2024

CENTRE: Alfred Nzo East

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems
Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

Enquiries: Ms. Khuzwayo (039 – 2510279/2510063)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATIVE CLERK

DIRECTORATE: AUXILLIARY SERVICES

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

RE NO: DoE-AC50/04/2024

CENTRE: Alfred Nzo West

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems
Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

Enquiries: Mr Mbangeni (0392560594)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

ADMINISTRATIVE CLERK

DIRECTORATE: CIRCUIT ADMIN SUPPORT

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

REF NO. DoE-AC51/04/2024

CENTRE Alfred Nzo West

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems
Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

Enquiries: Mr Mbangeni (0392560594)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za

HR CLERKS (2 posts)

DIRECTORATE: HRA Conditions of Service

SALARY RANGE: R 216 417 – R 242 928 per annum (Level 05)

REF NO: DoE-HRC52/04/2024

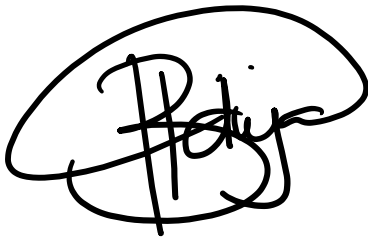
CENTRE: Head Office – Zwelitsha

REQUIREMENTS: A grade 12 certificate with no experience required. Must be computer literate. Knowledge and understanding of records management and archives policies, procedures, and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy, and attention to detail.

DUTIES: Facilitation and capturing of documents. Dealing with resignations, terminations and retirement files. Safe keeping of documents and correspondence. Monitoring and support visit to districts. Identification of problem cases and escalation to relevant officials; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records.

Enquiries: Ms. Pendrigh (040 608-4200)

For e-Recruitment enquiries email: Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za



MS. L SIDIYA
ACTING CHIEF DIRECTOR: HRM&D

30/04/2024 _____
DATE