



**OFFICE OF THE DIRECTOR- HUMAN RESOURCES AND ADMINISTRATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Ms. BM. Madonsela** . Tel: **040 608 7106**. Fax :**040 608 4372**. Email: [buhle.madonsela@ecdoe.gov.za](mailto:buhle.madonsela@ecdoe.gov.za)

Website: [www.eceducation.gov.za](http://www.eceducation.gov.za)

## **EASTERN CAPE DEPARTMENT OF EDUCATION**

### **DEPARTMENTAL ADVERT 03 OF 2024**

**PLACEMENT DATE: 30 AUGUST 2024**

**CLOSING DATE: 13 SEPTEMBER 2024**

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications. In addition, these vacancies gives preference to former special schools learners and applicants with disabilities provided they meet the minimum requirements and are able to perform all the duties required.

**APPLICATION:** Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> 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](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto: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. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). **NO HAND-DELIVERED/ NO EMAILED / NO FAXED / NO POSTED** applications will be accepted.

**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](http://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

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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) weeks 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 24 month contract. 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 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).

NB PLEASE NOTE: 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). Enquiries must be directed to the specified contact person

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

## **INTERNSHIP PROGRAMES 2024/ 2025 – UNEMPLOYED GRADUATES (24 MONTHS)**

The Eastern Cape Department of Education provides an opportunity for unemployed graduates to gain the necessary application skills, as well as “hands on work” experience in their respective disciplines or fields/ areas of specialization for **Two (2) years/ twenty-four (24) Internship (Targeting unemployed youth who possess a full qualification).**

The Interns will be placed in schools, all 12 district offices, circuit offices and at the head office.

The department invites individuals who have successfully completed a tertiary qualification in the following disciplines or fields to apply:

**Stipend** : **R 7 450.62 per month**

**POST** : Admin Assistant/Finance Clerk/ IT Clerk (12 posts)  
**REF NUMBER** : DoE-IP01/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West X1, Alfred Nzo East X1, OR Tambo Coastal X1, OR Tambo Coastal X1, OR Tambo Inland X1, Chris Hani East X1, Chris Hani West X1, Amatole East X1, Amatole West X1, Joe Gqabi X1, Sarah Baartman X1, Nelson Mandela Bay X1, Buffalo City Metro X1

**REQUIREMENTS** : Degree/Diploma: Public Management/ Administration, Financial Management, IT

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 post)  
**REF NUMBER** : DoE-IP02/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Bachelor's degree in human resources management or Labour Relations

Management or Labour Law or equivalent qualification

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource Development (02 posts)  
**REF NUMBER** : DoE-IP03/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (01 post)  
**REF NUMBER** : DoE-IP04/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (02 posts)  
**REF NUMBER** : DoE-IP05/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management (01 post)  
**REF NUMBER** : DoE-IP06/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistants: Supply Chain Management (01 post)  
**REF NUMBER** : DoE-IP07/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant/ IT Specialist Assistant: IT (01 post)  
**REF NUMBER** : DoE-IP08/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

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**POST** : Circuit Assistant/ Audit Champs/ Administrators: CMC (14 posts)  
**REF NUMBER** : DoE-IP09/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting,  
Degree/ Diploma: Public Management/ Administration,  
Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 posts)  
**REF NUMBER** : DoE-IP11/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource Development (04 posts)  
**REF NUMBER** : DoE-IP12/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (02 posts)  
**REF NUMBER** : DoE-IP13/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (04 posts)  
**REF NUMBER** : DoE-IP14/08/2024  
**STIPEND** : R 7 450.62 per month

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**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management (02 posts)

**REF NUMBER** : DoE-IP15/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistants: Supply Chain Management (04 posts)

**REF NUMBER** : DoE-IP16/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistants/ IT Specialist Assistants: IT (02 posts)

**REF NUMBER** : DoE-IP17/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (27 posts)

**REF NUMBER** : DoE-IP18/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit, Cost Management Accounting,  
Degree/ Diploma: Public Management/ Administration,  
Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 post)

**REF NUMBER** : DoE-IP19/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour

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**ENQUIRIES** : Relations Management/ Labour Law or equivalent qualification  
: Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource  
Development (04 posts)

**REF NUMBER** : DoE-IP20/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole East

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Occupational Health & Safety

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (02  
posts)

**REF NUMBER** : DoE-IP21/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole East

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (04 posts)

**REF NUMBER** : DoE-IP22/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole East

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Labour Relations

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management  
(02 posts)

**REF NUMBER** : DoE-IP23/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole East

**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/  
Cost & Management Accounting

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management  
(04 posts)

**REF NUMBER** : DoE-IP24/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole East

**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/

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**ENQUIRIES** : Demand Management  
: Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistants/ IT Specialist Assistant: IT (02 posts)  
**REF NUMBER** : DoE-IP25/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Software Development/ Support System/ Communication Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (25 posts)  
**REF NUMBER** : DoE-IP26/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting, Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 post)  
**REF NUMBER** : DoE-IP27/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource Development (03 posts)  
**REF NUMBER** : DoE-IP28/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (02 posts)  
**REF NUMBER** : DoE-IP29/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology

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**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (03 posts)

**REF NUMBER** : DoE-IP30/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management (02 posts)

**REF NUMBER** : DoE-IP31/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/ Cost & Management Accounting

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management (02 posts)

**REF NUMBER** : DoE-IP32/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistants/ IT Specialist Assistant: IT (01 post)

**REF NUMBER** : DoE-IP33/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : Software Development/ Support System/ Communication Networks

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (19 posts)

**REF NUMBER** : DoE-IP34/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management Accounting /Degree/ Diploma: Public Management/ Administration/ Financial Management, IT

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 posts)

**REF NUMBER** : DoE-IP35/08/2024

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**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Bachelor's degree in human resources management or Labour Relations Management or Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource Development (04 posts)

**REF NUMBER** : DoE-IP36/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (02 posts)

**REF NUMBER** : DoE-IP37/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (04 posts)  
**REF NUMBER** : DoE-IP38/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management (02 posts)

**REF NUMBER** : DoE-IP39/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting/ Economics Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management (04 posts)

**REF NUMBER** : DoE-IP40/08/2024

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**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/  
Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant/ IT Specialist Assistant: IT (02 posts)  
**REF NUMBER** : DoE-IP41/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Software Development/ Support System/ Communication  
Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (34 posts)  
**REF NUMBER** : DoE-IP42/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management  
Accounting, Degree/Diploma: Public Management/  
Administration/ Financial  
Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 post)  
**REF NUMBER** : DoE-IP43/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Bachelor's degree in human resources management or Labour  
Relations Management or Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource  
Development (02 posts)  
**REF NUMBER** : DoE-IP44/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (02  
posts)  
**REF NUMBER** : DoE-IP45/08/2024

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**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (02 posts)  
**REF NUMBER** : DoE-IP46/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management  
(02 posts)  
**REF NUMBER** : DoE-IP47/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/  
Cost & Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management (01  
post)  
**REF NUMBER** : DoE-IP48/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/  
Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistants/ IT Specialist Assistant: IT (01 post)  
**REF NUMBER** : DoE-IP49/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Software Development/ Support System/ Communication  
Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champs/ Administrator: CMC (12 posts)  
**REF NUMBER** : DoE-IP50/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit, Cost Management  
Accounting, Degree/ Diploma: Public Management/

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**ENQUIRIES** : Administration, Financial Management, IT  
: Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 post)  
**REF NUMBER** : DoE-IP51/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour  
Relations  
Management/ Labour Law or equivalent qualification

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource  
Development (03 posts)  
**REF NUMBER** : DoE-IP52/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Occupational Health & Safety

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management  
(02 posts)  
**REF NUMBER** : DoE-IP53/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (03 posts)  
**REF NUMBER** : DoE-IP45/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Labour Relations

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management  
(02 posts)  
**REF NUMBER** : DoE-IP55/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/  
Cost & Management Accounting

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**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management  
(02 posts)

**REF NUMBER** : DoE-IP56/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Chris Hani West

**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/  
Demand Management

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistants/ IT Specialist Assistant: IT (01 post)

**REF NUMBER** : DoE-IP57/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Chris Hani West

**REQUIREMENTS** : Software Development/ Support System/ Communication  
Networks

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (20 posts)

**REF NUMBER** : DoE-IP58/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Chris Hani West

**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management  
Accounting/ Degree/ Diploma: Public Management/  
Administration/ Financial  
Management/ IT

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 post)

**REF NUMBER** : DoE-IP59/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Joe Gqabi

**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour  
Relations Management/ Labour Law or equivalent qualification

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource  
Development (02 posts)

**REF NUMBER** : DoE-IP60/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Joe Gqabi

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Occupational Health & Safety

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

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**POST** : Data Capture/ Admin Assistant: Performance Management  
(01 post)  
**REF NUMBER** : DoE-IP61/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (02 posts)  
**REF NUMBER** : DoE-IP62/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management  
(01 post)  
**REF NUMBER** : DoE-IP63/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : ND: Financial Management/ BCom Accounting/ Economics/  
Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management  
(01 post)  
**REF NUMBER** : DoE-IP64/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/  
Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistants/ IT Specialist Assistant: IT (01 post)  
**REF NUMBER** : DoE-IP65/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Software Development/ Support System/ Communication  
Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (26 posts)  
**REF NUMBER** : DoE-IP66/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost Management

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Accounting/ Degree/ Diploma: Public Management/  
Administration/ Financial  
Management/ IT

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (03 posts)

**REF NUMBER** : DoE-IP67/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

**REQUIREMENTS** : Bachelor's degree in Human Resources Management/Labour  
Relations Management/ Labour Law or equivalent qualification

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource  
Development (06 posts)

**REF NUMBER** : DoE-IP68/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Occupational Health & Safety

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (03  
posts)

**REF NUMBER** : DoE-IP69/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (06 posts)

**REF NUMBER** : DoE-IP69/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Labour Relations

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management  
(06 posts)

**REF NUMBER** : DoE-IP70/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

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**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/  
Cost and Management Accounting

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management  
(05 posts)

**REF NUMBER** : DoE-IP71/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/  
Demand Management

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant/ IT Specialist Assistant: IT (04 posts)

**REF NUMBER** : DoE-IP72/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

**REQUIREMENTS** : Software Development/ Support System/ Communication  
Networks

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (30 posts)

**REF NUMBER** : DoE-IP73/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : Nelson Mandela Bay

**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost and  
Management Accounting/ Degree/ Diploma: Public:  
Management/ Administration/  
Financial  
Management, IT

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (03 posts)

**REF NUMBER** : DoE-IP74/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : OR Tambo Coastal

**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour  
Relations Management/ Labour Law or equivalent qualification

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource  
Development (05 posts)

**REF NUMBER** : DoE-IP75/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : OR Tambo Coastal

**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Occupational Health & Safety

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**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (03 posts)

**REF NUMBER** : DoE-IP76/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : OR Tambo Coastal

**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (06 posts)

**REF NUMBER** : DoE-IP77/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : OR Tambo Coastal

**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management (05 posts)

**REF NUMBER** : DoE-IP78/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : OR Tambo Coastal

**REQUIREMENTS** : ND: Financial Management/ BCom Accounting / Economics/ Cost and Management Accounting

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management (05 posts)

**REF NUMBER** : DoE-IP79/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : OR Tambo Coastal

**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/ Demand Management

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant/ IT Specialist Assistant: IT (02 posts)

**REF NUMBER** : DoE-IP80/08/2024

**STIPEND** : R 7 450.62 per month

**CENTRE** : OR Tambo Coastal

**REQUIREMENTS** : Software Development/ Support System/ Communication Networks

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (40 posts)

**REF NUMBER** : DoE-IP81/08/2024

**DEPARTMENTAL ADVERT 03 OF 2024**

**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Coastal  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost and Management Accounting/ Degree/ Diploma: Public Management/ Administration/ Financial Management/ IT

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 posts)  
**REF NUMBER** : DoE-IP82/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Bachelor's degree in Human Resources Management/ Labour Relations Management/ Labour Law or equivalent qualification

**ENQUIRIES** : Mr. N Matika, Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource Development (04 posts)  
**REF NUMBER** : DoE-IP83/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Occupational Health & Safety

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management (02 posts)  
**REF NUMBER** : DoE-IP84/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (04 posts)  
**REF NUMBER** : DoE-IP85/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Human Resource Management/ Management of Training/ Industrial Psychology/ Labour Relations

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management (04 posts)  
**REF NUMBER** : DoE-IP86/08/2024

**DEPARTMENTAL ADVERT 03 OF 2024**

**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/  
Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistants: Supply Chain Management  
(04 posts)

**REF NUMBER** : DoE-IP87/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/  
Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant/ IT Specialist Assistant: IT (02 posts)  
**REF NUMBER** : DoE-IP88/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : Software Development/ Support System/ Communication  
Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Circuit Assistant/ Audit Champs/ Administrators: CMC  
(35 posts)

**REF NUMBER** : DoE-IP89/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : OR Tambo Inland  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit/ Cost and  
Management  
Accounting/ Degree/ Diploma: Public Management/  
Administration/

Financial Management/ IT  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant: Employee Relations & Labour (01 post)  
**REF NUMBER** : DoE-IP90/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Bachelor's degree in Human Resources management/ Labour  
Relations Management/ Labour Law or equivalent qualification  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Human Resource  
Development (02 posts)

**REF NUMBER** : DoE-IP91/08/2024  
**STIPEND** : R 7 450.62 per month

**DEPARTMENTAL ADVERT 03 OF 2024**

**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Occupational Health & Safety  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Performance Management  
(01 post)

**REF NUMBER** : DoE-IP92/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: HRA & P (02 posts)  
**REF NUMBER** : DoE-IP93/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Human Resource Management/ Management of Training/  
Industrial Psychology/ Labour Relations  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Assistant Finance Clerk: Financial Management  
(01 post)  
**REF NUMBER** : DoE-IP94/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : ND: Financial Management, BCom Accounting / Economics/  
Cost and Management Accounting  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Supply Chain Management  
(01 post)  
**REF NUMBER** : DoE-IP95/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Supply Chain Management/ Logistics & Transport Economics/  
Demand Management  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Admin Assistant/ IT Specialist Assistant: IT (01 post)  
**REF NUMBER** : DoE-IP96/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : Software Development/ Support System/ Communication  
Networks  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

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**POST** : Circuit Assistant/ Audit Champ/ Administrator: CMC (16 posts)  
**REF NUMBER** : DoE-IP97/08/2024  
**STIPEND** : R 7 450.62 per month  
**CENTRE** : Sarah Baartman  
**REQUIREMENTS** : B Com Accounting/ Finance Internal Audit, Cost Management Accounting, Degree/ Diploma: Public Management/ Administration/ Financial Management, IT  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**Preference will be given to people with disabilities first, hence are encouraged to apply and disclose the nature of their disability.** In your application letter, please indicate the source of media from which you have heard or seen the post on. When the applicant has not been notified of the results within two (2) months or sixty (60) days from the closing date, the applicant should regard his/ her application as unsuccessful.

The Department reserves the right not to continue with the interviews and appointments if the Department feels no suitable candidates could be found. **Canvassing of Employees and/or Management is not permissible, and proof thereof will result in disqualification.** The incumbent will be **required to sign an internship contract, and performance/ work plan agreement.**

**Participants who have previously benefitted from the Programme will be disqualified.**

## **WORK INTEGRATED LEARNING PROGRAMME 2024/ 25 X 120**

The Eastern Cape Department of Education provides an opportunity for students to enter a Work Integrated Learning (WIL) Programme. This programme will enable them to gain the necessary application skills and “hands-on work” experience in their respective disciplines or fields/areas of specialisation for a period ranging from a minimum of 3 months to a maximum of 18 months, to complete their qualifications from a registered Public Institution.

The students will be placed in the 12 district offices and at the Head Office.

**Stipend : R 5 004.00 per month**

The department invites students who must undergo workplace-based experience to qualify for a degree or diploma in the following disciplines or fields to apply.:

**POST** : Data Capture/ Admin Assistant: EMIS (12 posts)  
**REF NUMBER** : DoE-WIL98/08/2024

**DEPARTMENTAL ADVERT 03 OF 2024**

**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo West X1, Alfred Nzo East X1, OR Tambo Coastal X1, OR Tambo Coastal X1, OR Tambo Inland X1, Chris Hani East X1, Chris Hani West X1, Amatole East X1, Amatole West X1, Joe Gqabi X1, Sarah Baartman X1, Nelson Mandela Bay X1, Buffalo City Metro X1  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)  
**REF NUMBER** : DoE-WIL99/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)  
**REF NUMBER** : DoE-WIL100/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)  
**REF NUMBER** : DoE-WIL101/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)  
**REF NUMBER** : DoE-WIL102/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)  
**REF NUMBER** : DoE-WIL103/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

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**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)  
**REF NUMBER** : DoE-WIL104/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)  
**REF NUMBER** : DoE-WIL105/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)  
**REF NUMBER** : DoE-WIL106/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)  
**REF NUMBER** : DoE-WIL107/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)  
**REF NUMBER** : DoE-WIL108/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Alfred Nzo West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)  
**REF NUMBER** : DoE-WIL109/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added

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advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)  
**REF NUMBER** : DoE-WIL110/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)  
**REF NUMBER** : DoE-WIL111/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)  
**REF NUMBER** : DoE-WIL112/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)  
**REF NUMBER** : DoE-WIL113/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Amathole East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)  
**REF NUMBER** : DoE-WIL114/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Amathole West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)  
**REF NUMBER** : DoE-WIL115/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Amathole West

**DEPARTMENTAL ADVERT 03 OF 2024**

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)

**REF NUMBER** : DoE-WIL116/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)

**REF NUMBER** : DoE-WIL117/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)

**REF NUMBER** : DoE-WIL118/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Amathole West

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)

**REF NUMBER** : DoE-WIL119/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Buffalo City Metro

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)

**REF NUMBER** : DoE-WIL120/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Buffalo City Metro

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

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**POST** : Data Capture/ Admin Assistant: Exams (02 posts)  
**REF NUMBER** : DoE-WIL121/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)  
**REF NUMBER** : DoE-WIL122/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)  
**REF NUMBER** : DoE-WIL123/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Buffalo City Metro  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)  
**REF NUMBER** : DoE-WIL124/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)  
**REF NUMBER** : DoE-WIL125/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)  
**REF NUMBER** : DoE-WIL126/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

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**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)  
**REF NUMBER** : DoE-WIL127/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)  
**REF NUMBER** : DoE-WIL128/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani East  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)  
**REF NUMBER** : DoE-WIL129/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)  
**REF NUMBER** : DoE-WIL130/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)  
**REF NUMBER** : DoE-WIL131/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)  
**REF NUMBER** : DoE-WIL132/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added

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advantage.  
**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)  
**REF NUMBER** : DoE-WIL133/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Chris Hani West  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)  
**REF NUMBER** : DoE-WIL134/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)  
**REF NUMBER** : DoE-WIL135/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)  
**REF NUMBER** : DoE-WIL136/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)  
**REF NUMBER** : DoE-WIL137/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)  
**REF NUMBER** : DoE-WIL138/08/2024  
**STIPEND** : R 5 004.00 per month  
**CENTRE** : Joe Gqabi

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**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Curriculum Services (01 post)

**REF NUMBER** : DoE-WIL139/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Sarah Baartman

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: ESSS (01 post)

**REF NUMBER** : DoE-WIL140/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Sarah Baartman

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: Exams (02 posts)

**REF NUMBER** : DoE-WIL141/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Sarah Baartman

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Registry Assistant: Registry (04 posts)

**REF NUMBER** : DoE-WIL142/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Sarah Baartman

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**POST** : Data Capture/ Admin Assistant: IDS&G (01 post)

**REF NUMBER** : DoE-WIL143/08/2024

**STIPEND** : R 5 004.00 per month

**CENTRE** : Sarah Baartman

**REQUIREMENTS** : Grade 12 Certificate. a computer short course will be an added advantage.

**ENQUIRIES** : Mr. N Matika Tel No: 040 608 4200

**Preference will be given to people with disabilities first, hence are encouraged to apply and disclose the nature of their disability.** In your application letter, please indicate the source of media from which you have heard or seen the post on.

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When the applicant has not been notified of the results within two (2) months or sixty (60) days from the closing date, the applicant should regard his/ her application as unsuccessful.

The Department reserves the right not to continue with the interviews and appointments if the Department feels no suitable candidates could be found. **Canvassing of Employees and/or Management is not permissible, and proof thereof will result in disqualification.** The incumbent will be **required to sign an internship contract, and performance/ work plan agreement.**

**Participants who have previously benefitted from the Programme will be disqualified.**

**SIGNED ON 30 AUGUST 2024**



**MS L SIDIYA**  
**A CHIEF DIRECTOR: HRM&D**