



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

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

Enquiries: **Miss BM Madonsela**. Tel: 040 608 4228.

Email: buhle.madonsela@ecdoe.gov.za

Website: www.ecdoe.gov.za

**OFFICE-BASED EDUCATOR POSTS VACANT WITHIN
EASTERN CAPE DEPARTMENT OF EDUCATION**

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

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

APPLICATION INSTRUCTIONS: Applicants should apply using e-Recruitment system which is available on www.ecprov.gov.za. Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. New employees who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply.

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Employment equity targets of the department will be adhered to. Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will conduct pre-employment screening on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

PLEASE NOTE:

NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)

CLOSING DATE: 23 DECEMBER 2024

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

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: SCHOOL RESOURCE PLANNING

REF NO: DoE-SRP01/10/2024

DIRECTORATE: SCHOOL RESOURCE PLANNING

CHIEF DIRECTORATE: RESOURCING AND SCHOOL ADMINISTRATION

CENTRE: HEAD OFFICE – ZWELITSHA

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

REQUIREMENTS: A recognized RVQ 13/14 qualification in Accounting and Finance, which includes professional teacher education. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license. Postgraduate qualifications will be an advantage. Sound understanding and knowledge of governance and management, financial planning and budgeting as well as other relevant Acts and Policies. A good understanding of Matrix management. A sound understanding of FINANCES, financial management, budget and NNSSF allocations, and capacity building processes in education. Management of Diversity. Understanding performance management systems. Middle Management experience with proven experience in financial planning, budgeting and management at various levels. Interpret, analyse and apply current legislation and departmental policies. Proven experience in project management and financial management and control measures. Supervisory, organizational, and interpersonal skills. Proven written and verbal skills. Attention to details, high level of accuracy and effective presentation skills. Strong leadership skills. Must be able to work unsupervised and within a team context. Computer Literacy - MS Word, Ms Excel, MS Power Point, and MS Outlook. Good management and leadership skills. Financial management and budgetary skills. Knowledge and experience of Financial Planning, NNSSF, budgeting within the Education Sector will be added advantage.

DUTIES: Coordinate, manage, develop, monitor and support financial planning, budgeting and transfer activities. Interpreting and coordinating resourcing policies and directives. Oversee and coordinate staff activities. Develop strategies for resourcing activities to ensure projects and school resourcing programmes, especially budget allocations to schools within the Eastern Cape are delivered timeously. Provide analysis of resourcing activities, financial planning, and budget reconciliation. Work within a matrix management arrangement with Head Office. Report any problems from finding to relevant line specialists for further intervention. Conduct ongoing desktop research on education resourcing, financial planning and budgeting issues. Plan, manage, oversee, and exercise procurement and financial control measures for school resourcing activities and projects. Implement provincial government initiatives and national projects, including research projects. Communicate with internal and external stakeholders. Provide financial planning, budgeting and strategic support to the Director by collating information, data analysis, data interpretation and presenting reports. Oversee FINCOM reports, AFS, budget planning, and financial compliance.

Enquiries: Mr. Mtyida (040 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: WHOLE SCHOOL DEVELOPMENT

REF NO: DoE-WSD02/10/2024

CHIEF DIRECTORATE: IOM

DIRECTORATE: WHOLE SCHOOL DEVELOPMENT

CENTRE: HEAD OFFICE – ZWELITSHA

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

REQUIREMENTS: A recognised three or four year qualification, which includes professional teacher education qualification and registered with SACE as professional educator and 9 years' experience in the education field; Experience in the educational sector and a post graduate qualification in Human Resource Management will be an added advantage; The incumbent should have the following attributes and skills: Working knowledge of Microsoft WORD, EXCEL, ACCESS and POWERPOINT; understanding of the Basic Conditions of Employment Act, Employment of Educators Act, Personnel Administrative Measures and PERSAL; Exceptional analytical skills and Mathematical skills; Ability to work under pressure; problem solving skills; innovation and ability to learn quickly; Excellent communication (written and verbal), excellent interpersonal skills, ability to initiate and close attention to detail; A driver's license is required since travelling is a requirement of this position. A recognised NQF Level 7 qualification in Education, which includes a professional teacher education qualification. A minimum of 5 years' experience in a middle management position in education. Valid registration with SACE as a professional educator. Hands-on experience and knowledge of school management and governance, teaching and learning, resource provision for schools and learner support programmes. A sound knowledge of policies governing education and schools. Able to manage education transformation. A sound understanding of capacity building processes for principals Ability to work independently as well as in a team. Good communication skills (written & verbal). and teachers. A valid driver's license. **COMPETENCIES:** Ability to Interpret, analyse and apply current legislation and departmental policies pertaining to schools. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook, Monitoring and evaluation, Performance Management, Able to take decisions on the spot or through consultation. Able to analyze and interpret data. Ability to be creative, organized, high on the execution of tasks and results orientated. Able to cope with pressures and setbacks.

DUTIES: Ensure the implementation of School Self Evaluations (SSE) and School Improvement Plans (SIP) by all schools. Ensure capacitation of School Principals and Circuit Managers on the development of School Self Evaluation (SSE) and School Improvement Plans (SIP). Ensure the uploading of all SSEs and SIPs on the DBE platform. Ensure the monitoring of schools by Circuit Managers. Organise accountability sessions with Circuit Managers to determine progress on implementation of SSEs and SIPs. Identify schools that are classified as underperforming and capacitate school principals and circuit managers on the development of APIPs that will indicate their improvement. Provide supervisory functions to ensure reports and other statutory requirements of the unit are met. Manage performance and development of officials supervised. Assist the Director in management duties. Consolidate the Sub-Directorate reports. Present and mediate reports with relevant stakeholders (District, Provincial and National level). Coordinate the sub-directorate budgeting planning and expenditure processes. Participate in the Directorate and Chief Directorate's strategic planning and accountability processes.

Enquiries: Mr. TJZ Mtyida (040 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: SCHOOL ADMINISTRATION

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

REF NO: DOE-SA03/10/2024

CHIEF DIRECTORATE: RESOURCING AND SCHOOL ADMINISTRATION

DIRECTORATE: SCHOOL ADMINISTRATION

CENTRE: HEAD OFFICE – ZWELITSHA

REQUIREMENTS: A recognised three- or four-year qualification, which includes professional teacher education qualification and registered with SACE as professional educator and 9 years' experience in the education field. A minimum of 5 years' experience in a middle management position in education. Valid registration with SACE as a professional educator. Hands-on experience and knowledge of school management and governance, teaching and learning, resource provision for schools and learner support programmes. A sound knowledge of policies governing education and schools. Able to manage education transformation. A sound understanding of capacity building processes for principals Ability to work independently as well as in a team. Good communication skills (written & verbal). and teachers. A valid driver's license.

COMPETENCIES: Ability to Interpret, analyse and apply current legislation and departmental policies pertaining to schools. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook, Monitoring and evaluation, Performance Management, Able to take decisions on the spot or through consultation. Able to analyze and interpret data. Ability to be creative, organized, high on the execution of tasks and results orientated. Able to cope with pressures and setbacks.

DUTIES: Overseer and coordinate institutional development and provide support functions to all schools. Design frameworks for district school interface for circuit managers within the district. Monitor school functionality. Manage and monitor operational policies regarding school leadership and management, performance of schools, Curriculum delivery, HR provisioning needs, Physical resource needs and financial management in schools. Coordinate and manage all activities of Circuit Managers and School Principals. Support, Supervise, monitor and guide the effective and efficient implementation of Performance Management Systems (QMS & PMDS). Monitor policies and regulations of independent schools. Monitor the facilitation of home education. Implement Provincial government initiatives and national projects, including research projects. Report any problems from findings to relevant line specialists for further intervention. Provide guidance on the implementation of related legislative frameworks, monitoring and reporting of integrated strategy, policies and procedure for business process management services. Develop and monitor the implementation of the related plans and programmes.

Manage the allocated resources of the sub-directorate. Develop operational strategies to implement policies and circulars by mediating such policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for School Administration.

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

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

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024



CES: EDUCATION LANGUAGE POLICY

REF NO: DOE-LIEP03/10/2024

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

DIRECTORATE: EDUCATION LANGUAGE POLICY

CENTRE: HEAD OFFICE – ZWELITSHA

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

REQUIREMENTS: A recognised three- or four-year qualification, which includes professional teacher education qualification and registered with SACE as professional educator and 9 years' experience in the education field. The incumbent must have experience of 3-5 years in Language in Education Policy Implementation. Must possess a degree in Language Education or must have adequate experience in working in the school management environment implementing Language in Education Policy. Competencies: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language in Education Policy and Practice and the major difference between the two. Sound knowledge of the concepts of semi-lingualism, monolingualism, bilingualism, multilingualism and language acquisition will demonstrate understanding of the science of Language Planning. A post-graduate qualification or studies towards it will be an added advantage.

COMPETENCIES: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language use in Education, bilingualism and multilingualism would demonstrate competency in understanding the filed. The ability to give advice and intervention when language violations occur will be an added advantage. A postgraduate qualification or studies towards it in the Language in Education field or bilingual Mathematics or Science Education would be an added advantage.

DUTIES: Ensure the management of the implementation the Language in Education Policy (1997) through national and provincial programs including Mother Tongue-based Bilingual Education (MTBBE). Ensure Status Planning of indigenous languages in the province; facilitate capacitation and training of School Governing Bodies and school communities on School Language Policy (SLP) development and/or SLP reviews to comply with the Language in Education Legislative Framework. Assist school communities to develop SLPs that ensure multilingualism and intervene where language violations occur and offer assistance and guidance. Ensure establishment of infrastructure to enhance Acquisition Planning by ensuring that schools are fully multilingual as enshrined in the Constitution. The reinforcing of government responsibility to ensure that the benefits of service delivery are distributed equally by providing equitable access to services for all our clients irrespective of language to enhance their participation and voice in education matters. The management of language use in the department to ensure the functional use of all the official languages of

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the province, promoting the public image of Government. The encouragement of language learning, specifically tailored to the needs of the Public Service, to improve Public Servant's efficiency and productivity in the workplace and make the benefits of multilingualism visible. The encouragement of vibrant discourse on multilingualism with language role players and stakeholders. The establishment of collaborative partnerships to ensure the successful implementation of the Language in Education Policy (1996). Drive advocacy campaigns of Language Transformation.

Enquiries: Ms CN Xundu-Bula (040 – 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: POLICY IMPLEMENTATION, MONITORING, EXAMINATION ETHICS AND SBA MANAGEMENT

REF NO: DoE-LIEP04/10/2024

CHIEF DIRECTORATE: EXAMINATION & ASSESSMENT MANAGEMENT SERVICES

CENTRE: HEAD OFFICE – ZWELITSHA

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education. A minimum of nine (9) years' teaching, examinations and assessment management experience. A valid driver's license. Registration with SACE as professional educator. Computer literacy. Sound knowledge of provincial and national policies on the administration and management of assessment processes. Experience and exposure to examinations and assessment environment. Basic exposure to project management, people management and excellent interpersonal skills. Good management and leadership skills. Excellent writing, communication, facilitation and presentation and reporting skills. Efficiency in report writing. Knowledge of the Education Sector will be added advantage.

Duties: Manage and monitor the implementation of examinations and assessment policies from Grade 1-12. Manage, co-ordinate and monitor all National and Provincial Examinations and Assessment activities within GET, FET. (School Based Assessment (SBA), District Coordination, Monitoring and handling of Examination Ethics and Security). Manage and monitor the registration of independent schools as examination centers, registration of learners in line with policy, subject changes, quality assurance of promotion schedules etc. Manage the design and co – ordination of all monitoring processes for the smooth running of all examinations and assessment activities. Manage the co-ordination and compliance to the assessment and examinations related policies, regulations and guidelines. Monitor the appointment and training of invigilators, monitors and examination officials in all matters pertaining to management of Assessment and Examinations. Verify the compliance of all facilities storing high security examination material. Co-ordination of accommodation and concessions for learners with Special Education Needs (LSEN). Management and handling of assessment and examination irregularities. Manage and implement the norms and standards for examination and assessment security. Coordinate

Enquiries: Mr. Mabona (040 608 4200)

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: TEACHER DEVELOPMENT & LEARNING INSTITUTES

REF NO: DOE-LIEP05/10/2024

CHIEF DIRECTORATE: TEACHER DEVELOPMENT & LEARNING INSTITUTIONS

DIRECTORATE: TEACHER DEVELOPMENT AND LEARNING INSTITUTES

CENTRE: NELSON MANDELA BAY - PTDI

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

REQUIREMENTS: A recognised three- or four-year qualification, which includes professional teacher education qualification and registered with SACE as professional educator and 9 years' experience in the education field and 5 years' experience in middle management. A Valid drivers' license. Sound understanding and knowledge of teacher training policies, processes and procedures. Coordination, planning and delivery of training programmes. Understanding performance management systems. Knowledge of the constitution as well as relevant Acts and Policies related to teacher development. Experience in research on the latest developments related to curriculum transformation and teacher training. A good understanding of Matrix management. A sound understanding of curriculum transformation issues and capacity building processes in education. Supervisory, organizational, and interpersonal skills. Proven written and verbal skills. Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook. Accreditation as a materials developer, facilitator, moderator and assessor will be added advantage.

COMPETENCIES/SKILLS: Sound knowledge of the legislative framework related to initial teacher education and continuing professional teacher development. Ability to plan, facilitate and deliver subject content specific in-house training. Relationship building skills with Higher Education Institutions, Sector Education Training Authorities, Professional Bodies and Provincial Education Labour Relations Council.

DUTIES: Manage the daily activities of the Education Training Institute. Maintain a database of training needs, providers, courses and successful candidates. Facilitate and co-ordinate INSET and PRE-SET professional development programs as well as any other training opportunities. Facilitate the improvement of Digital skills and integration of ICT in teaching and learning. Analysis and provision of technical advice on the supply and demand of educators in collaboration with HRM& D. Oversee and co-ordinate staff activities to ensure projects and programs are delivered on time. Manage the budget and oversee the procurement of professional service providers. Co-ordinate the activities of the Skills Development facilitators and provide input into the WSP. Liaise with SETAs and other providers. Quality assures all programs and provide feedback to presenters of training. Ensure the accreditation of programs offered.

Enquiries: Mr. M. Jack (043 – 702 7400)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024



CES: CMC HEAD**CHIEF DIRECTORATE: CLUSTER A & B****DIRECTORATE: INSTITUTIONS OPERATIONS MANAGEMENT**

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE	NUMBER OF POSTS	REFERENCE NUMBER
Alfred Nzo West	1	DoE-CMC06/10/2024
Amathole East	2	DoE-CMC07/10/2024
Amathole West	1	DoE-CMC08/10/2024
Buffalo Municipality	1	DoE-CMC09/10/2024
Chris Hani East	1	DoE-CMC10/10/2024
Joe Gqabi	1	DoE-CMC11/10/2024
ORTI	1	DoE-CMC12/10/2024

REQUIREMENTS: REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes management and governance principles. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license. Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. A good understanding of Matrix management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyze, and apply current legislation and departmental policies. Supervisory, organizational, and interpersonal skills. Proven written and verbal skills. Strong verbal, written and communication skills. Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook. Knowledge of Education Sector will be added advantage.

DUTIES: Oversee institutional development and support functions of all schools within the districts. Design frameworks for district school interface for EDO's within the CMC. Monitor school functionality. Manage and coordinate operational policies with regards to school governance, HR provisioning needs, physical resource needs and management, financial and curriculum management, and the delivery of LTSM to schools. Work within a matrix management framework with units within the and outside of the district to ensure that schools in the CMC operate maximally. Co-ordinate and manage all activities of Education Development Officers within the CMC. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Develop strategies for operations management within schools. Report any problems from finding to relevant line specialists for further intervention. Monitor the facilitation of education management development services. Develop operational strategies to implement policies and circulars by interpreting and coordinating such policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration within the CMC. Monitor the facilitation of Home Education and Independent Schools and ECD Centres in the

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

CMC. Implement provincial government initiatives and national projects, including research projects. Communicate with stakeholders on policy and training issues. Manage and coordinate the development and training of school governing bodies.

Enquiries: Mrs Z Khuzwayo (039 251 0279)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: CURRICULUM

CHIEF DIRECTORATE: CLUSTER A & B

DIRECTORATE: CURRICULUM SERVICES

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

DISTRICT	NUMBER OF POSTS	REFERENCE NUMBER
Chris Hani East	1	DoE-CCA13/10/2024
OR Tambo Coastal	1	DoE-CCA14/10/2024

REQUIREMENTS: A recognized RVQ 13 qualification which must include professional teacher education. A minimum of 9 years teaching experience. A valid drivers' license. Registration with SACE. Be computer literate. General knowledge, understanding and experience of curriculum implementation in the FET and GET Bands, E-Learning, Library Services, Early Childhood Education and Teacher Development. A thorough understanding of the background, principles and methodologies underpinning the NCS and the CAPS. Sound knowledge of teaching, learning and assessment processes in classrooms. Knowledge of key policies such as the Language in Education Policy (LiEP), Assessment Policies, White Paper 6, White Paper 7 and White Paper 5. An understanding of transformational issues in education. An understanding of strategic planning, problem solving and project management. Must have strong written, communication and report writing skills. Must have experience in materials development, and the training of teachers.

DUTIES: Ensure that the following tasks are implemented in all Public Ordinary and Special Schools: Implementation of the curriculum in all schools. Development and moderation of quality School-Based Assessments in schools. Training and Development of Teachers. Scheduling of school support visits by Subject Advisors and writing of reports. Analyse learner performance on a quarterly basis and develop intervention programmes for all grades. Support schools with the development of Subject Improvement Plans. Monitor the delivery of resource materials (LTSM) to schools. Use the Data Driven District System and SASAMS to access data of schools. Coordinate, manage and implement ICT Integration into the curriculum. Manage the implementation of all ECD related programmes. Support schools with the implementation of Libraries. Liaise with Head Office for the seamless delivery of the curriculum to schools. Implement the delivery of Extra Tuition Programmes in schools. Participate in the strategic planning and accountability sessions of Head Office and the District. Report to the Director on a regular basis on the activities of the sub-directorate. Manage the performance of staff within the sub-directorate. Implement capacity-building programmes where necessary. Manage the finances of the sub-directorate.

Enquiries: Mr. Mbangeni (047 537 0462)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

CES: EDUCATION SOCIAL SUPPORT SERVICES

REF NO: DoE-ESSS15/10/2024

DIRECTORATE: CURRICULUM SERVICES

CENTRE: CHRIS HANI EAST

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

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

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

Enquiries: Mr. Mbangeni (047 537 0462)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: EDUCATION SOCIAL SUPPORT SERVICES

REF NO: DoE-ESSS16/10/2024

DIRECTORATE: EDUCATION SOCIAL SUPPORT SERVICES

CENTRE: AFRED NZO EAST

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

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

DUTIES: Manage all Social Plan Programmes, including scholar transport, rural school development, school nutrition and poverty Alleviation, HIV/AIDS advocacy. Develop strategies for the operations management within schools, report any problems from findings

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to the relevant line specialist for further intervention. Monitor the facilitation of education management development services. Develop operational policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration. Monitor the facilitation of home education. Implement provincial government initiatives and national projects, communicate with stakeholders on policy and training issues. Manage and coordinate the development and training of School Government Bodies.

Enquiries: Mr. Mbangeni (047 537 0462)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

**CES: EXAMINATION AND ASSESMENT
CHIEF DIRECTORATE: CLUSTER A & B
DIRECTORATE: CURRICULUM SERVICES**

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE	NUMBER OF POSTS	REFERENCE NUMBER
Joe Gqabi	1	DoE-EAA17/10/2024
Nelson Mandela Bay	1	DoE-EAA18/10/2024
Sara Baartman	1	DoE-EAA19/10/2024

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education. A minimum of nine (9) years' teaching, examinations and assessment management experience. A valid driver's license. Registration with SACE as professional educator. Computer literacy. Sound knowledge of provincial and national policies on the administration and management of assessment processes. Experience and exposure to examinations and assessment environment. Basic exposure to project management, people management and excellent interpersonal skills. Good management and leadership skills. Excellent writing, communication, facilitation and presentation and reporting skills. Efficiency in report writing. Knowledge of the Education Sector will be added advantage.

DUTIES: Manage, co-ordinate and monitor all National and Provincial Examinations and Assessment activities within GET, FET. (School Based Assessment (SBA), District Coordination, Monitoring and handling of Examination Ethics and Security). Manage and monitor the registration of independent schools as examination centers, registration of learners in line with policy, subject changes, quality assurance of promotion schedules etc. Manage the design and co-ordination of all monitoring processes for the smooth running of all examinations and assessment activities. Manage the co-ordination and compliance to the assessment and examinations related policies, regulations and guidelines. Monitor the appointment and training of invigilators, monitors and examination officials in all matters pertaining to management of Assessment and Examinations. Verify the compliance of all facilities storing high security examination material. Co-ordination of accommodation and concessions for learners with Special Education Needs (LSEN). Management and handling of assessment and examination irregularities. Manage and implement the norms and

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standards for examination and assessment security. Coordinate integrated planning and promote examination ethics by all examination participants.

Enquiries: Dr Mceleli (051 – 611 0052)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: EMPLOYEE RELATIONS

REF NO: DoE-EER20/10/2024

CHIEF DIRECTORATE: CLUSTER B

DIRECTORATE: CHRIS HANI WEST DISTRICT

CENTRE: CHRIS HANI WEST

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

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

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

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employee performance and ensure timely Performance Assessments of all subordinates, Ensure management, maintenance and safekeeping of assets

Enquiries: Mr. Godlo (045 – 858 8900)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

CES: INSTITUTIONAL MANAGEMENT, GOVERNANCE AND SUPPORT

REF NO: DoE-IGS21/10/2024

CHIEF DIRECTORATE: CLUSTER B

DIRECTORATE: INSTITUTIONS OPERATIONS MANAGEMENT

CENTRE: SARAH BAARTMAN

SALARY NOTCH: R 1 049 106 - R1 608 762 per annum (MMS Package) OSD An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

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

DUTIES: Coordinate, assess and report on the implementation of all education policies and regulations in the district. Coordinate the effective and efficient two-way flow of information from schools, circuits and upwards. Coordinate and ensure the rationalization of all relevant education and corporate service policies and regulations in all schools in the district. Coordinate, assess and report on the operations of all circuit structures in the districts. Facilitate and coordinate inter-governmental arrangements and partnerships to secure the requisite professional and other support services for schools in the district.

Enquiries: Mr. De Bruyn (049 – 807 2202)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

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DCES: DISTRICT COORDINATION AND INSTITUTIONAL OPERATIONS MANAGEMENT
REF NO: DoE-DIM22/10/2024
CHIEF DIRECTORATE: INSTITUTIONAL OPERATIONS MANAGEMENT
DIRECTORATE: DISTRICT COORDINATION AND IOM
CENTRE: HEAD OFFICE - ZWELITSHA
SALARY NOTCH: R 599 247 - R 1 143 771 per annum

REQUIREMENTS: A recognised NQF Level 7 qualification in education, which includes a professional teacher education qualification. A minimum of 5 years' experience in a middle management position working with schools. A valid registration with SACE as a professional educator. Must be Computer Literate. Must have a valid driver's license. Must have good communication, writing and reporting writing skills. **COMPETENCIES:** Hands-on experience and knowledge of school management and governance of schools. A sound knowledge of policies affecting schools and districts. A sound understanding of capacity building processes for principals and circuit managers. Ability to Interpret, analyse and apply current legislation and departmental policies pertaining to schools. Supervisory, organizational and interpersonal skills. Monitoring and Evaluation skills. Able to analyze and interpret data. Able to be creative, organized, high on the execution of tasks and results orientated. Ability to develop tools for evaluation and monitoring. An understanding of the circuit management and district landscape will be advantageous.

DUTIES: Coordinate institutional development by developing and monitoring policies on circuit management and functioning. Support the development of guideline documents and tools to support schools and circuits to implement the functions as required by the relevant policies. Assist with the capacitation Circuit Managers and Districts Directors on the development of Circuit Improvement Plans (CIPs) and District Improvement Plans (DIPs). Monitor the implementation and review progress of the implementation of the CIPs and DIPs through accountability sessions and sample monitoring of Districts. Ensure the implementation of Circular D3 of 2023 for the identification, management and support of underperforming schools. Capacitate districts to meet the requirements determined by the framework on the Fundamentals of Districts. Provide oversight delivery and support for the legislative mandates of parliament and the national government.

Enquiries: Mr. Mtyida (040 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: LIFE SKILLS/LIFE ORIENTATION (GRADE 1-7)
REF NO: DOE-DIM23/10/2024
CHIEF DIRECTORATE: CURRICULUM MANAGEMENT
DIRECTORATE: PRIMARY CURRICULUM MANAGEMENT
CENTRE: HEAD OFFICE - ZWELITSHA
SALARY NOTCH: R 599 247 - R 1 143 771 PER ANNUM

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A

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thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the Primary Curriculum Management. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES: Provide provincial leadership for the co-ordination, development and implementation of Life Skills/Life Orientation requirements in the Primary Curriculum Management. Co-ordinate the establishment and maintenance of Subject Committees and Professional Learning Communities (PLCs). Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding Life Skills/Life Orientation. Provide leadership in the development and utilisation of extra LTSM. Establish controls to manage life skills/life orientation project budget, develop operational plans and write reports. Ensure effective planning, monitoring, implementation and support of Life Skills/Life Orientation teachers and subject advisor's training, support courses, on-site support visits, etc., for sound decision-making, monitoring and implementation of CAPS.

Enquiries: Ms CN Xundu-Bula (040 – 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: SUBJECT PLANNER: MATHEMATICS AND MATHEMATICAL LITERACY (SEN - FET)

REF NO: DOE-DIM24/10/2024

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

DIRECTORATE: SECONDARY CURRICULUM MANAGEMENT

CENTRE: HEAD OFFICE - ZWELITSHA

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

REQUIREMENTS: A recognised three- or four-year qualification (REQV 13/14), which includes professional teacher education, with a major in Mathematics and Mathematical Literacy Senior and FET Phase. Registration with SACE as a professional educator. Nine (9) years' experience in Secondary and FET) teaching or curriculum support. **COMPETENCIES:** Extensive knowledge of and insight into education policies and legislation of the Secondary and Further Education & Training (FET) Phase. Extensive knowledge and experience in the subjects applying for. Coordinate, plan and manage implementation of all related programmes and activities of the subjects. Planning, monitoring and evaluation of curriculum and assessment programmes in line with CAPS. Ensure effective planning, monitoring, implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc., to ensure effective planning, decision-making, monitoring and implementation of CAPS. Management and administration of all SBA related activities in the subjects. Coordinate, monitor and support operations of Subject Committees. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Coordinate in-service training programmes for the subjects. Ensure the coordination, management and implementation of ICT Integration in curriculum. Develop and manage the budget and procurement processes of the subjects. Provide leadership in the development and utilisation of extra LTSM. Ensure the effective

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growth in learner participation and performance in the subjects. Participate in the Directorate and Chief Directorate's strategic planning process. Report to the chief education Specialist on a regular basis on the activities of the subjects. Participate in the Sub-Directorate, Directorate and Chief Directorate's strategic planning processes. Duties: The overall function is to monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. They are field workers and are also managers accountable to the CES for their operations. Promote learner participation in exhibitions expos, festivals, and Olympics. Coordinate processes for the provisioning and maintenance of libraries, resources and media centres in the schools. Review and analyse the impact of policies within the province and give feedback to the Office of the Director and Department of Basic Education. Facilitate greater coordination and collaboration with relevant stakeholders in implementing the Learner Enrichment Programmes.

Enquiries: Ms. Xundu-Bula (040 – 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: EDUCATION SERVICES OPERATIONS COORDINATION

REF NO: DoE-EOC25/10/2024

CHIEF DIRECTORATE: CLUSTER A

DIRECTORATE: OPERATIONS MANAGEMENT AND COORDINATION

CENTRE: MTHATHA

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

REQUIREMENTS: A recognised NQF Level 7 qualification in education, which includes a professional teacher education qualification. A minimum of 5 years' experience in a middle management position working with schools. A valid registration with SACE as a professional educator. Must be Computer Literate. Must have a valid driver's license. Must have good communication, writing and report writing skills. **COMPETENCIES:** Ability to Interpret, analyse and apply current legislation and departmental policies pertaining to districts and schools. Supervisory organizational and interpersonal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Must have a general understanding of the functions of circuit management, curriculum and the provision of special programmes in districts. Able to take decisions on the spot or through consultation. Able to analyse and interpret data. Ability to be creative, innovative, organized and high on the execution of tasks and results orientated. Able to cope with pressures and setbacks.

DUTIES: Assist with the overall coordination of education processes in Cluster A. Support the Cluster Chief Director with the collation and quality assurance of the District and Circuit Improvement Plans as well as the Curriculum and ESSS Operational Plans of the six districts. Do an assessment of all the needs of districts to ensure that districts are adequately resourced. Attend all circuit management, curriculum and ESSS meetings facilitated by Head Office when required. Follow-up on all outstanding reports from districts and assist with the coordination and collation of the various reports for the different components. Monitor and support the Audit Performance in each district. Assist with the analysis of learner performance of the districts on a quarterly basis. Assist with the management and support of underperforming schools in the Cluster. Assist the cluster with the planning and management of accountability meetings with Districts. Support the development and quality assurance of the Oversight Visit Reports of the Portfolio Committee Visits to schools. Report

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to the CES on all Cluster functions and assist with the administrative upkeep of the sub-directorate.

Enquiries: Mr. Mbangeni (047 – 537 0462)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: EXAMINATION AND ASSESMENT

REF NO: DoE-EAA26/10/2024

CHIEF DIRECTORATE: CLUSTER A

DIRECTORATE: ALFRED NZO EAST EDUCATION DISTRICT

CENTRE: ALFRED NZO EAST

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

REQUIREMENTS: A recognized 3-year qualification (REQV 14), and appropriate training as a teacher. At least 7 years appropriate teaching experience in a GET and/or FET school environment. A minimum of 3 years managerial experience in education at post level 2. Knowledge of policies governing the conduct, administration, and management of assessment and examinations. Knowledgeable about the professional support, communication structures and their functioning within the Department of Education. A valid driver's license. Registration with SACE. Preparedness to undergo vetting processes. Recommendations: Sound knowledge and understanding of the NQF, NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET, FET & ABET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in GET, FET and ABET. Experience in working in Assessment and Examinations environment. Knowledge of national and provincial Assessment and Examinations prescripts, processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects. Competencies/Skills: Excellent management, leadership, interpersonal and networking skills. Strategic planning and problem-solving skills. Ability to plan, manage, implement, monitor and evaluate projects. Creative, logical and independent thinking. Excellent verbal communication and writing skills, including efficiency in report writing. Ability to take initiative, exercise leadership, display dedication, and a positive attitude. Excellent computer literacy in MS Office Suite and MS Outlook. Work long hours, under pressure, both in a team and as an individual.

DUTIES: Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage

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operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour Relations Act. Co-ordinate the registration process of Grades 1-12 schools and learners including AET Level 4. Facilitate and liaise with Provincial office on issues of certification. Facilitate the re-registration process of centres by interaction with all stakeholders and adherence to legal procedures. Co-ordinate and facilitate the process of SBA implementation in the district by creating linkages with SBA unit within the Curriculum Directorate. Ensure that the deadlines are met regarding the opening and closing of the examination data system. Establish monitoring teams at all levels and act on all irregularities identified. Co-ordinate the activities for the training of invigilators. Supervise the distribution and collection of question papers, scripts, mark sheets and examination stationery. Ensure the security and the credibility of all assessment and examination materials and activities.

Enquiries: Mrs Khuzwayo (039 551 0975)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: CIRCUIT MANAGER

CHIEF DIRECTORATE: CLUSTER A & B

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

CENTRE	NUMBER OF POSTS	REFERENCE NUMBER
Alfred Nzo West	3	DoE-CMC27/10/2024
Amathole East	2	DoE-CMC28/10/2024
Buffalo Municipality	2	DoE-CMC29/10/2024
Chris Hani West	1	DoE-CMC30/10/2024
Nelson Mandela Bay	2	DoE-CMC31/10/2024
OR Tambo Coastal	1	DoE-CMC32/10/2024

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

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DUTIES: Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives; Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes.

Enquiries: Ms Dabula (039 - 254 0098)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: PRIMARY CURRICULUM

REF NO: DoE-PPC33/10/2024

CHIEF DIRECTORATE: CLUSTER A

DIRECTORATE: JOE GQABI EDUCATION DISTRICT

CENTRE: JOE GQABI

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES: Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and

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district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilisation of extra LTSM. Ensure effective planning, monitoring, implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc., to ensure effective planning, decision-making, monitoring and implementation of CAPS.

Enquiries: Dr Mceleli (051 - 611 0052)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: EDUCATION SOCIAL SUPPORT SERVICES

REF NO: DoE-ESS34/10/2024

CHIEF DIRECTORATE: CLUSTER A

DIRECTORATE: OR TAMBO COASTAL EDUCATION DISTRICT

CENTRE: OR TAMBO COASTAL

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

REQUIREMENTS: Applicants must be in possession of a Senior Certificate and a recognised REQV 13/14 qualification as recognised by SAQA, which includes professional teacher education qualification, and a minimum of 8 years' experience in teaching. Valid registration with SACE as professional educator. A valid driver's license. Relevant managerial experience in coordinating curriculum enrichment programmes will be advantageous. Experience in the management of large-scale sports and/ or arts and culture projects will be an advantage. Excellent communication, interpersonal and writing skills.

DUTIES: Promote and coordinate processes for the provisioning of school sports services. Liaise and cooperate with district education departments, national department, school sport code structures, provincial sport federations, arts education entities as well as NGOs and civic organisations. Promote and coordinate the provisioning of schools' music, including choral music (SASCE), visual and performing arts programmes at schools. Coordinate Heritage Education Schools Outreach Programmes (HESOP) to promote cultural awareness and preservation among South African Youth (school going) in collaboration with Department of Basic Education. Establish a systemic approach to help individuals or learners change their behaviour, attitudes or habits to achieve positive outcomes through school enrichment programmes. Promote and coordinate processes for the implementation of debating, public speaking, and leadership development programmes in schools. Promote learner participation in exhibitions expos, festivals, and Olympics. Coordinate processes for the provisioning and maintenance of libraries, resources and media centres in the schools. Review and analyse the impact of policies within the province and give feedback to the Office of the Director and Department of Basic Education. Facilitate greater coordination and collaboration with relevant stakeholders in implementing the Learner Enrichment Programmes

Enquiries: Mr. Mtyida (040 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: EEA EMPLOYEE RELATIONS

REF NO: DoE-EER35/10/2024

CHIEF DIRECTORATE: CLUSTER A

DIRECTORATE: OR TAMBO INLAND EDUCATION DISTRICT

CENTRE: OR TAMBO INLAND

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SALARY NOTCH: R 599 247 - R 1 143 771 per annum

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

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

Enquiries: Ms. Makrweide (047 502 4268)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: MATHS, SCIENCE AND TECHNOLOGY

REF NO: DoE-MST36/10/2024

CHIEF DIRECTORATE: CLUSTER B

DIRECTORATE: AW EDUCATION DISTRICT

CENTRE: AMATHOLE WEST

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. Nine 8 years' experience in the educational field. A Valid drivers' license. Relevant managerial experience in the subjects will be an added advantage. Experience in research on the latest developments related to curriculum. A good understanding of Matrix management. Knowledge and understanding of ICT in Education, as it relates to teaching, learning and assessment in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. **COMPETENCIES:** Sound knowledge and understanding of the NPPPPR, NPA, CAPS and the NCS in the relevant phase. Experience in the development of curriculum

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Strong verbal, written and communication skills. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook. Ability to adhere to strict time frames.

DUTIES: Extensive knowledge of and insight into education policies and legislation of the Further Education and Training (FET) Phase. Extensive knowledge and experience in the subjects applying for. Coordinate, plan and manage implementation of all related programmes and activities of the subjects. Planning, monitoring and evaluation of curriculum and assessment programmes in line with CAPS. Ensure effective planning, monitoring, implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc., to ensure effective planning, decision-making, monitoring and implementation of CAPS. Management and administration of all SBA related activities in the subjects. Coordinate, monitor and support operations of Subject Committees. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Coordinate in-service training programmes for the subjects. Ensure the coordination, management and implementation of ICT Integration in curriculum. Develop and manage the budget and procurement processes of the subjects. Provide leadership in the development and utilisation of extra LTSM. Ensure the effective growth in learner participation and performance in the subjects. Participate in the Directorate and Chief Directorate's strategic planning process. Report to the chief education Specialist on a regular basis on the activities of the subjects. Participate in the Sub-Directorate, Directorate and Chief Directorate's strategic planning processes.

Enquiries: Mr. S Ncapayi (046 645 1179)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: PRE AND PRIMARY CURRICULUM

REF NO: DoE-PPC37/10/2024

CHIEF DIRECTORATE: CLUSTER B

DIRECTORATE: SB EDUCATION DISTRICT

CENTRE: SARAH BAARTMAN

SALARY NOTCH: R 599 247 - R 1 143 771 per annum

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

DUTIES: Knowledge and understanding in the teaching of the subject that is being applied for. Crossfield knowledge and experience in research, teacher training and materials development in the subject. Experience in networking with relevant stakeholders in the field of the subject applied for. Knowledge and understanding of all major relevant education

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

Enquiries: Mr. De Bruyn (049 – 807 2202)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

DCES: LEARNER ENRICHMENT PROGRAMMES

REF NO: DoE-LEP38/10/2024

DIRECTORATE: SCHOOL HEALTH SAFETY & LEARNER ENRICHMENT

CHIEF DIRECTORATE: LEARNER DEVELOPMENT & SOCIAL SUPPORT SERVICES

CENTRE: HEAD OFFICE-ZWELITSHA

SALARY NOTCH: R 572 346 per annum (OSD).

The overall function is to monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. They are field workers and are also managers accountable to the CES for their operations.

REQUIREMENTS: Applicants must be in possession of a Senior Certificate and a recognised REQV 13/14 qualification as recognised by SAQA, which includes professional teacher education qualification, and a minimum of 8 years' experience in teaching. Valid registration with SACE as professional educator. A valid driver's license. Relevant managerial experience in coordinating curriculum enrichment programmes will be advantageous. Experience in the management of large-scale sports and/ or arts and culture projects will be an advantage. Excellent communication, interpersonal and writing skills.

DUTIES: Promote and coordinate processes for the provisioning of school sports services. Liaise and cooperate with district education departments, national department, school sport code structures, provincial sport federations, arts education entities as well as NGOs and civic organisations. Promote and coordinate the provisioning of schools' music, including choral music (SASCE), visual and performing arts programmes at schools. Coordinate Heritage Education Schools Outreach Programmes (HESOP) to promote cultural awareness and preservation among South African Youth (school going) in collaboration with Department of Basic Education. Establish a systemic approach to help individuals or learners change their behaviour, attitudes or habits to achieve positive outcomes through school enrichment programmes. Promote and coordinate processes for the implementation of debating, public speaking, and leadership development programmes in schools. Promote learner participation in exhibitions expos, festivals, and Olympics. Coordinate processes for the provisioning and maintenance of libraries, resources and media centres in the schools. Review and analyse the impact of policies within the province and give feedback to the Office of the Director and Department of Basic Education. Facilitate greater coordination and collaboration with relevant stakeholders in implementing the Learner Enrichment Programmes.

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Enquiries: Mr RM Tywakadi (040 608 4200)
e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

SES: PRE AND PRIMARY CURRICULUM – PRIMARY NUMERACY
REF NO: DoE-PPC39/10/2024
CHIEF DIRECTORATE: CLUSTER A
DIRECTORATE: ANE EDUCATION DISTRICT
CENTRE: ALFRED NZO EAST
SALARY NOTCH: R 487 737 – R 1 078 725 Per annum

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

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

Enquiries: Mrs Khuzwayo (039 – 251 0975)
e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

SES: PRE AND PRIMARY CURRICULUM – PRIMARY ENGLISH
REF NO: DoE-PPC40/10/2024
CHIEF DIRECTORATE: CLUSTER A
DIRECTORATE: ANE EDUCATION DISTRICT
CENTRE: ALFRED NZO EAST
SALARY NOTCH: R 487 737 – R 1 078 725 Per annum

REQUIREMENTS: A recognised three- or four-year qualification, which includes professional teacher education. Registration with SACE as Professional educator. 5 years'

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experience in the educational field. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Competencies/skills. Experience in research of education policies. Sound understanding of Management. Principles. Sound knowledge and understanding of the NCS, CAPS and Assessment Policies. A thorough understanding of the principles and teaching methodologies in the subject applied for. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation, and presentation skills. Computer Literacy in MS Office Suite and MS Outlook.

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

Enquiries: Mrs. Khuzwayo (039 – 251 0975)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

SES: PRE-PRIMARY CURRICULUM

REF NO: DoE-PPC41/10/2024

CHIEF DIRECTORATE: CLUSTER A

DIRECTORATE: ORTI EDUCATION DISTRICT

CENTRE: OR TAMBO INLAND

SALARY NOTCH: R 487 737 – R 1 078 725 Per annum

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

DUTIES: Knowledge and understanding in the teaching of the subject that is being applied for. Cross-field knowledge and experience in research, teacher training and materials development in the subject. Experience in networking with relevant stakeholders in the field

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

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

Enquiries: Ms. Makrweide (047 502 4268)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

SES: PRIMARY CURRICULUM

REF NO: DoE-PPC42/10/2024

CHIEF DIRECTORATE: CLUSTER A

DIRECTORATE: ORTI EDUCATION DISTRICT

CENTRE: OR TAMBO INLAND

SALARY NOTCH: R 487 737 – R 1 078 725 Per annum

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

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

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

Enquiries: Ms. Makrweide (047 502 4268)
e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

SES: EMIS, GOVERNANCE AND SPECIAL PROGRAMMES
CHIEF DIRECTORATE: CLUSTER A & B
SALARY NOTCH: R 487 737 – R 1 078 725 Per annum

DIRECTORATE	DISTRICT/ CENTRE	REFERENCE NO.
EMIS	JOE GQABI	DoE-EMI43/10/2024
EMIS	BUFFALO CITY METRO	DoE-EMI44/10/2024

REQUIREMENT: A recognized three or four-year qualification (RVQ 14), which includes professional teacher education. Minimum of 7 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Valid driver's license. An in-depth understanding of educational policies and other legislation impacting on the education sector. Good written and verbal communication skills. Experience of the following is required; Knowledge and practical experience of school administration systems, specifically SASAMS. Data analysis, Data integration, Data security, Data warehousing, SQL Servicer 2016, MS Access, MS Excel, MS Server, SASAMS technical support. PFMA, and other relevant legislation applicable in the education sector. Valid driver's license.

DUTIES: Coordinate EMIS in the District. Coordinate the implementation of Youth and Special Programmes in the District. Coordinate Governance, Resourcing and Rationalisation of schools. Coordination of stakeholders, Learner teacher support material and SGB programmes in the district. Developing and maintaining an operational Data Warehouse. Provision and monitor the implementation of the Data Driven Districts (DDD) initiative. Monitor the quality data received by schools and assist with the development and implementation of strategies to improve data quality. Implement communication strategy to inform schools of the submitted data quality. Develop and maintain business processes to improve data submissions from schools. Train school principals and educators on electronic school management and reporting systems

Enquiries: Ms Dabula (039 – 254 0098)
e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

SES: CURRICULUM SERVICES IN THE FET & GET (See relevant Subject Advisory vacancies in the table that follows) (17 POSITIONS)
CHIEF DIRECTORATE: CLUSTER A & B
DIRECTORATE: CURRICULUM SERVICES
SALARY NOTCH: R 487 737 – R 1 078 725 Per annum

SUBJECT	DISTRICT/ CENTRE	REFERENCE NO.
HOME LANGUAGE: FOUNDATION PHASE	ALFRED NZO WEST	DoE-SUB45/10/2024
HOME LANGUAGE	AMATHOLE WEST	DoE-SUB46/10/2024
SCIENCES	ALFRED NZO WEST	DoE-SUB47/10/2024
PHYSICAL SCIENCES	CHRIS HANI EAST	DoE-SUB48/10/2024

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SERVICE SUBJECTS	CHRIS HANI EAST	DoE-SUB49/10/2024
LIFE SCIENCES	JOE GQABI	DoE-SUB50/10/2024
MATHS AND NATURAL SCIENCE (2 POSITIONS)	OR TAMBO COASTAL	DoE-SUB51/10/2024
CREATIVE ARTS	AMATHOLE EAST	DoE-SUB52/10/2024
TECHNOLOGY	AMATHOLE EAST	DoE-SUB53/10/2024
NATURAL SCIENCE & TECHNOLOGY	AMATHOLE WEST	DoE-SUB54/10/2024
AFRIKAANS LANGUAGE (FET)	BUFALO CITY METRO	DoE-SUB55/10/2024
LIFE SCIENCES	CHRIS HANI WEST	DoE-SUB56/10/2024
BUSINESS AND COMMERCE	CHRIS HANI WEST	DoE-SUB57/10/2024
AFRIKAANS HOME LANGUAGE	NELSON MANDELA BAY	DoE-SUB58/10/2024
XHOSA HOME FAL: FOUNDATION PHASE	SARAH BAARTMAN	DoE-SUB59/10/2024
LIFE ORIENTATION	SARAH BAARTMAN	DoE-SUB60/10/2024

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

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

Enquiries: Mr. Mtyida (040 608 4200)

e-Recruitment Enquiries Email: erecruitment@ecdoe.gov.za

The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday-Thursday and 08:00-16:00 on Fri) **APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO**

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024

FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED. For any technical assistance emails could be sent to erecruitment@ecdoe.gov.za

APPLICATION INSTRUCTIONS:

Applicants should apply using e-Recruitment system which is available on www.ecprov.gov.za.

Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). New employees who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results.

PLEASE NOTE:

NB: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)



DIRECTOR: HRA
MISS BM MADONSELA

12/12/2024
DATE

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION 2024