



**DEPARTMENT OF EDUCATION NON-TEACHING SUPPORT STAFF WITHIN SCHOOLS**

**DEPARTMENTAL ADVERT 04 OF 2024/25**

**PLACEMENT DATE: 12 DECEMBER 2024**

**CLOSING DATE: 23 DECEMBER 2024**

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

**APPLICATIONS:** Hand in your application at the district office, stating the relevant reference number to the School as indicated below; Applications must be submitted on a new Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV including at least two contactable referees, as well as certified copies of all qualification(s) and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. All shortlisted candidates will be required to undergo pre-employment screening. New applicants who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. All appointed candidates will be required to sign a contract working shifts as per the approved norms and standards of the department.

**PLEASE NOTE:** Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

**FARM MANAGER**

**SALARY NOTCH: R308 154 – R362 994 PER ANNUM (LEVEL 07)**

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
PHANDULWAZI AGRICULTURAL SCHOOL	AMATHOLE WEST	01	FM01/11/2024
FREEMANTLE AGRIC SCHOOL	CHRI HANI WEST	01	FM02/11/2024

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**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license

**DUTIES:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

**FARM FOREMAN**

REF NO.: FF03/11/2024

SALARY: R 216 417 - R 254 928 (LEVEL 05)

CENTRE: CHRIS HANI EAST - CLARKEBURY AGRICULTURAL HIGH SCHOOL

**REQUIREMENTS:** A Senior Certificate. Three (3) years' Experience as General Worker in agricultural school would be an added advantage. Knowledge of basic safety precautions in handling hazardous material / liquids. Event services / preparations, Use of cleansing equipment, Maintenance / care of cleaning equipment. Must be honest and work with integrity. Be professional and self-driven. Good communication skills (written and verbal skills).

**DUTIES:** Execute routine activities in respect of crop production which would inter alia include the following: - Irrigation of crops, Soil cultivation and preparation e.g., Cleaning, Ploughing, etc. Apply chemical crop protection e.g., operate a knapsack Reaping, grading, weighing, packing and storage of a farm produce Daily tending of crops/ orchards/ vineyards e.g., pruning, weeding etc. Execute routine activities in respect of livestock which would inter alia include the following: - Care for sick livestock, Dipping, vaccination & dosing, assist with calving, lambing, hatching etc. Count livestock, Shepherding, moving, weighing of livestock, Slaughtering, culling, Weighing, milling, mixing of feeds, Stacking, and storing of fodder and feeds, Feeding, Milking, Cleaning of water troughs for livestock. Execute general routine activities which would inter alia include the following: - Cleaning of facilities, Disposal of farm waste material, provide water supply for livestock and farm buildings, Care for equipment e.g., cleaning, oiling, sharpening etc. Firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/offloading. Execute general routine activities in respect of infrastructure which would inter alia include the following: - Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.

**SCHOOL ADMINISTRATION CLERK**

**DIRECTORATE: SCHOOL SUPPORT**

**SALARY: R 216 417 – R 254 928 (LEVEL 05)**

**CENTRE: SCHOOLS**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
MPUMELELO PS	JOE GQABI	01	JGAC04/11/2024

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KHAYAMNANDI PS	JOE GQABI	01	JGAC05/11/2024
MARUPING PS	JOE GQABI	01	JGAC06/11/2024
ALIWAL NORTH HIGH	JOE GQABI	01	JGAC07/11/2024
JOE GQABI SS	JOE GQABI	01	JGAC08/11/2024
LADY GREY ARTS ACADEMY	JOE GQABI	01	JGAC09/11/2024
SIZAMULWAZI PS	JOE GQABI	01	JGAC10/11/2024
BARKLEY EAST HIGH	JOE GQABI	01	JGAC11/11/2024
MUSONG JSS	JOE GQABI	01	JGAC12/11/2024
SIVUMELENE JSS	JOE GQABI	01	JGAC13/11/2024
QHOBOSHANE JSS	JOE GQABI	01	JGAC14/11/2024
NDOFELA JSS	JOE GQABI	01	JGAC15/11/2024
STERKSPRUIT COMMUNITY	JOE GQABI	01	JGAC16/11/2024
MAKHUMSHA PS	JOE GQABI	01	JGAC17/11/2024
STERKSPRUIT JSS	JOE GQABI	01	JGAC18/11/2024
JONAS GODUKA SS	JOE GQABI	01	JGAC19/11/2024
SIDINANE SS	JOE GQABI	01	JGAC20/11/2024
SOLOMZI PS	JOE GQABI	01	JGAC21/11/2024
MT FLETCHER VILLAGE PS	JOE GQABI	01	JGAC22/11/2024
KHANYA SS	JOE GQABI	01	JGAC23/11/2024
LOWER NXOTSHANA PS	JOE GQABI	01	JGAC24/11/2024
ILINGELETHU PS	JOE GQABI	01	JGAC25/11/2024
MAGWAXAZA PS	JOE GQABI	01	JGAC26/11/2024
UMTHAWELANGA SS	JOE GQABI	01	JGAC27/11/2024
ET THABANE FSS	JOE GQABI	01	JGAC28/11/2024
ET THABANE S.S	JOE GQABI	01	JGAC29/11/2024
MACLEAR HIGH	JOE GQABI	01	JGAC30/11/2024
LUTUTU HIGH	JOE GQABI	01	JGAC31/11/2024
UGIE HIGH	JOE GQABI	01	JGAC32/11/2024
TYALI SSS	AMATHOLE EAST	01	AEAC33/11/2024
EZINGCUKA SSS	AMATHOLE EAST	01	AEAC34/11/2024
KRAZUKILE SSS	AMATHOLE EAST	01	AEAC35/11/2024
DALUXOLO SPS	AMATHOLE EAST	01	AEAC36/11/2024
ISOLOMZI SSS	AMATHOLE EAST	01	AEAC37/11/2024
JONGABANTU SSS	AMATHOLE EAST	01	AEAC38/11/2024
DUMALISILE COMP	AMATHOLE EAST	01	AEAC39/11/2024
NQABARA SSS	AMATHOLE EAST	01	AEAC40/11/2024
XOLILIZWE SSS	AMATHOLE EAST	01	AEAC41/11/2024
JONGINTABA SPS	AMATHOLE EAST	01	AEAC42/11/2024
WILLOWVALE SSS	AMATHOLE EAST	01	AEAC43/11/2024
NGANGOLWANDLE SSS	AMATHOLE EAST	01	AEAC44/11/2024
JALAMBA SSS	AMATHOLE EAST	01	AEAC45/11/2024
GANIZULU SSS	AMATHOLE EAST	01	AEAC46/11/2024
BAFAZI JSS	AMATHOLE EAST	01	AEAC47/11/2024
NDALATA JSS	AMATHOLE EAST	01	AEAC48/11/2024
MKATAZO JSS	AMATHOLE EAST	01	AEAC49/11/2024

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XHORA MOUTH JSS	AMATHOLE EAST	01	AEAC50/11/2024
HOBENI JSS	AMATHOLE EAST	01	AEAC51/11/2024
DALUBUHLE SS	AMATHOLE WEST	01	AWAC52/11/2024
AMABHELE SS	AMATHOLE WEST	01	AWAC53/11/2024
THOBELANI SS	AMATHOLE WEST	01	AWAC54/11/2024
ALICE FS	AMATHOLE WEST	01	AWAC55/11/2024
ADELAIDE GYMNASIUM	AMATHOLE WEST	01	AWAC56/11/2024
AMAZIZI SS	AMATHOLE WEST	01	AWAC57/11/2024
NATHANIEL PAMLA SS	AMATHOLE WEST	01	AWAC58/11/2024
MASIBONISANE SS	AMATHOLE WEST	01	AWAC59/11/2024
ST CHARLES SOJOLA SS	AMATHOLE WEST	01	AWAC60/11/2024
NTYATYAMBO PS	AMATHOLE WEST	01	AWAC61/11/2024
GEJU SS	AMATHOLE WEST	01	AWAC62/11/2024
LINGANI SS	AMATHOLE WEST	01	AWAC63/11/2024
MATSA SS	AMATHOLE WEST	01	AWAC64/11/2024
GUBEVU PS	AMATHOLE WEST	01	AWAC65/11/2024
NGXAMNGXA PS	AMATHOLE WEST	01	AWAC66/11/2024
SISEKO HIGH SS	AMATHOLE WEST	01	AWAC67/11/2024
NOZALISILE HIGH SC	AMATHOLE WEST	01	AWAC68/11/2024
NCABASA PS	AMATHOLE WEST	01	AWAC69/11/2024
ZWELIMJONGILE HIGH SC	AMATHOLE WEST	01	AWAC70/11/2024
ANNSHAW PS	AMATHOLE WEST	01	AWAC71/11/2024
ECHIBINI SSS	CHRIS HANI WEST	01	CHWAC72/11/2024
TAMBEKILE SSS	CHRIS HANI WEST	01	CHWAC73/11/2024
IKAMVA SPS	CHRIS HANI WEST	01	CHWAC74/11/2024
BENGU AGRICULTURAL HS	CHRIS HANI WEST	01	CHWAC75/11/2024
FEZEKILE JSS	CHRIS HANI WEST	01	CHWAC76/11/2024
MCWANGELE SPS	CHRIS HANI WEST	01	CHWAC77/11/2024
SOSEBENZA SSS	CHRIS HANI WEST	01	CHWAC78/11/2024
BOLOTWA PS	CHRIS HANI WEST	01	CHWAC79/11/2024
LUVUYO LERUMO SSS	CHRIS HANI WEST	01	CHWAC80/11/2024
ELUTHUTHU PS	CHRIS HANI WEST	01	CHWAC81/11/2024
ST THERESA'S PS	CHRIS HANI WEST	01	CHWAC82/11/2024
ABOMBO AGRICULTURAL SCHOOL	CHRIS HANI WEST	01	CHWAC83/11/2024
CIMEZILE PS	CHRIS HANI WEST	01	CHWAC84/11/2024
EMFULENI PS	CHRIS HANI WEST	01	CHWAC85/11/2024
MICHAUSDAL SSS	CHRIS HANI WEST	01	CHWAC86/11/2024
SOLOMON AKENA PS	CHRIS HANI WEST	01	CHWAC87/11/2024
AB ZAMBODLA PS	CHRIS HANI WEST	01	CHWAC88/11/2024
EKUPHUMLENI SSS	CHRIS HANI WEST	01	CHWAC89/11/2024
RAYMOND MHLABA SSS	CHRIS HANI WEST	01	CHWAC90/11/2024
AMAQWATHI PS	CHRIS HANI WEST	01	CHWAC91/11/2024
SIDANDA PS	OR TAMBO INLAND	01	ORTIAC92/11/2024
HAJI PS	OR TAMBO INLAND	01	ORTIAC93/11/2024
GQUBENI PS	OR TAMBO INLAND	01	ORTIAC94/11/2024

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ZWELWBANGO PS	OR TAMBO INLAND	01	ORTIAC95/11/2024
AMAMBALU PS	OR TAMBO INLAND	01	ORTIAC96/11/2024
DALINDYEBO SS	OR TAMBO INLAND	01	ORTIAC97/11/2024
MANDELA SCHOOL OF SCIENCE AND TECHNOLOGY	OR TAMBO INLAND	01	ORTIAC98/11/2024
JONGINTABA SS	OR TAMBO INLAND	01	ORTIAC99/11/2024
BAMBILANGA SS	OR TAMBO INLAND	01	ORTIAC100/11/2024
CABA PS	OR TAMBO INLAND	01	ORTIAC101/11/2024
RAFUZA MNTUYEDWA PS	OR TAMBO INLAND	01	ORTIAC102/11/2024
JONGIMIZI PS	OR TAMBO INLAND	01	ORTIAC103/11/2024
EFATA SCHOOL FOR BLIND AND DEAF	OR TAMBO INLAND	01	ORTIAC104/11/2024
SOUTHERNWOOD SS	OR TAMBO INLAND	01	ORTIAC105/11/2024
IKWEZI LOKUSA SPECIAL SCHOOL	OR TAMBO INLAND	01	ORTIAC106/11/2024
LUKHANYO PS	OR TAMBO INLAND	01	ORTIAC107/11/2024
MDITSHWA TECH HS	OR TAMBO INLAND	01	ORTIAC108/11/2024
NGQWALA SS	OR TAMBO INLAND	01	ORTIAC109/11/2024
JENCA SS	OR TAMBO INLAND	01	ORTIAC110/11/2024
TSOLO RESIDENCY PS	OR TAMBO INLAND	01	ORTIAC111/11/2024
GOMENI PS	OR TAMBO INLAND	01	ORTIAC112/11/2024
ZWELITSHA PS	OR TAMBO INLAND	01	ORTIAC113/11/2024
MTENGWANE SS	OR TAMBO INLAND	01	ORTIAC114/11/2024
MBONGWENI SS	OR TAMBO INLAND	01	ORTIAC115/11/2024
CEKWAYO PS	OR TAMBO INLAND	01	ORTIAC116/11/2024
EMARAMBENI PS	OR TAMBO INLAND	01	ORTIAC117/11/2024
ZAMUKULUNGISA PS	OR TAMBO INLAND	01	ORTIAC118/11/2024
XABADIYA PS	OR TAMBO INLAND	01	ORTIAC119/11/2024
MPANTAKA PS	OR TAMBO INLAND	01	ORTIAC120/11/2024
NGQONQO PS	OR TAMBO INLAND	01	ORTIAC121/11/2024
NGANGELIZWE SS	OR TAMBO INLAND	01	ORTIAC122/11/2024
UMTATA TECH HS	OR TAMBO INLAND	01	ORTIAC123/11/2024
BCM INNER CITY HS	BUFFALO CITY METRO	01	BCMAC124/11/2024
ALBANY STREET HS	BUFFALO CITY METRO	01	BCMAC125/11/2024
PHILEMON NGCELWANE HS	BUFFALO CITY METRO	01	BCMAC126/11/2024
ZANEMPUCUKO PS	BUFFALO CITY METRO	01	BCMAC127/11/2024
MIZAMO HS	BUFFALO CITY METRO	01	BCMAC128/11/2024
MASIKHANYISE PS	BUFFALO CITY METRO	01	BCMAC129/11/2024
NYIBIBA PS	BUFFALO CITY METRO	01	BCMAC130/11/2024
VULUMZI PS	BUFFALO CITY METRO	01	BCMAC131/11/2024
ALPHANDALE PS	BUFFALO CITY METRO	01	BCMAC132/11/2024
GOODHOPE HS	BUFFALO CITY METRO	01	BCMAC133/11/2024
ZK MATHEWS HS	BUFFALO CITY METRO	01	BCMAC134/11/2024
GEORGE RANDELL HS	BUFFALO CITY METRO	01	BCMAC135/11/2024
WESTBANK HS	BUFFALO CITY METRO	01	BCMAC136/11/2024
INKQUBELA PS	BUFFALO CITY METRO	01	BCMAC137/11/2024
EBENEZER MAJOMBOZI HIGH	BUFFALO CITY METRO	01	BCMAC138/11/2024

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EKUPHUMLENI PS	BUFFALO CITY METRO	01	BCMAC139/11/2024
ZAMEKA HS	BUFFALO CITY METRO	01	BCMAC140/11/2024
NTSASA PS	BUFFALO CITY METRO	01	BCMAC141/11/2024
ENOCOTSHENI PS	BUFFALO CITY METRO	01	BCMAC142/11/2024
ZWELIYANDILA HS	BUFFALO CITY METRO	01	BCMAC143/11/2024
ENYANISWENI SS	ALFRED NZO EAST	01	ANEAC144/11/2024
GUQA PS	ALFRED NZO EAST	01	ANEAC145/11/2024
GWALA PS	ALFRED NZO EAST	01	ANEAC146/11/2024
DLUNGWANA PS	ALFRED NZO EAST	01	ANEAC147/11/2024
ZAMOKUHLE JSS	ALFRED NZO EAST	01	ANEAC148/11/2024
GUMZANA SS	ALFRED NZO EAST	01	ANEAC149/11/2024
KWA-NIKWE SS	ALFRED NZO EAST	01	ANEAC150/11/2024
KOPANA PS	ALFRED NZO EAST	01	ANEAC151/11/2024
MHLABAUVELILE PS	ALFRED NZO EAST	01	ANEAC152/11/2024
BEKAMEVA PS	ALFRED NZO EAST	01	ANEAC153/11/2024
THEMALESIZWE COMPREHENSIVE TECH	ALFRED NZO EAST	01	ANEAC154/11/2024
KHANYISANI PS	ALFRED NZO EAST	01	ANEAC155/11/2024
EMBANDANA PS	ALFRED NZO EAST	01	ANEAC156/11/2024
LANGENI JSS	ALFRED NZO EAST	01	ANEAC157/11/2024
LUKHOLO PS	ALFRED NZO EAST	01	ANEAC158/11/2024
JAMA PS	ALFRED NZO EAST	01	ANEAC159/11/2024
MGOMANZI PS	ALFRED NZO EAST	01	ANEAC160/11/2024
MBUNGWA PS	ALFRED NZO EAST	01	ANEAC161/11/2024
BHOVULENGWE SS	ALFRED NZO EAST	01	ANEAC162/11/2024
NDLOVUMILE PS	ALFRED NZO EAST	01	ANEAC163/11/2024
DUMSI PS	ALFRED NZO EAST	01	ANEAC164/11/2024
LONGWENI PS	ALFRED NZO EAST	01	ANEAC165/11/2024
LUPHILISWENI PS	ALFRED NZO EAST	01	ANEAC166/11/2024
LALANI PS	ALFRED NZO EAST	01	ANEAC167/11/2024
MPENI PS	ALFRED NZO EAST	01	ANEAC168/11/2024
MATSHEZI PS	ALFRED NZO EAST	01	ANEAC169/11/2024
LOWER MKOMANE PS	ALFRED NZO EAST	01	ANEAC170/11/2024
BOKUVENI PS	ALFRED NZO EAST	01	ANEAC171/11/2024
NDAYINI PS	ALFRED NZO EAST	01	ANEAC172/11/2024
LUPHANDLASI PS	ALFRED NZO EAST	01	ANEAC173/11/2024
NTSHONGWENI PS	OR TAMBO COASTAL	01	ORTCAC174/11/2024
NKQWILISO PS	OR TAMBO COASTAL	01	ORTCAC175/11/2024
NKONKONI PS	OR TAMBO COASTAL	01	ORTCAC176/11/2024
TUTOR NDAMASE SSS	OR TAMBO COASTAL	01	ORTCAC177/11/2024
BATANDE NDAMAE SS	OR TAMBO COASTAL	01	ORTCAC178/11/2024
NDLOVAYIPHATHWA FSS	OR TAMBO COASTAL	01	ORTCAC179/11/2024
CETSHE PS	OR TAMBO COASTAL	01	ORTCAC180/11/2024
KWAGUQA PS	OR TAMBO COASTAL	01	ORTCAC181/11/2024
THABAZI SS	OR TAMBO COASTAL	01	ORTCAC182/11/2024

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TWAZI PS	OR TAMBO COASTAL	01	ORTCAC183/11/2024
MKAMELA	OR TAMBO COASTAL	01	ORTCAC184/11/2024
MAKHOSONKE PS	OR TAMBO COASTAL	01	ORTCAC185/11/2024
CIBENI SSS	OR TAMBO COASTAL	01	ORTCAC186/11/2024
MTWENI SSS	OR TAMBO COASTAL	01	ORTCAC187/11/2024
TEKWINI JSS	OR TAMBO COASTAL	01	ORTCAC188/11/2024
VULINDLELA JSS	OR TAMBO COASTAL	01	ORTCAC189/11/2024
BUZONGOMA JSS	OR TAMBO COASTAL	01	ORTCAC190/11/2024
KING NDLOVUYEZWE SPECIAL SCHOOL	OR TAMBO COASTAL	01	ORTCAC191/11/2024
DZ DUMEZWENI SSS	OR TAMBO COASTAL	01	ORTCAC192/11/2024
ZANOKANYO SSS	OR TAMBO COASTAL	01	ORTCAC193/11/2024
MDIKANE JSS	OR TAMBO COASTAL	01	ORTCAC194/11/2024
NOMADOLO JSS	OR TAMBO COASTAL	01	ORTCAC195/11/2024
MJONGILE JSS	OR TAMBO COASTAL	01	ORTCAC196/11/2024
SKOMA JSS	OR TAMBO COASTAL	01	ORTCAC197/11/2024
MAKUKHANYE SSS	OR TAMBO COASTAL	01	ORTCAC198/11/2024
PALMERTON AHS	OR TAMBO COASTAL	01	ORTCAC199/11/2024
MAJUBA SS	OR TAMBO COASTAL	01	ORTCAC200/11/2024
BOTHA SIGCAU SSS	OR TAMBO COASTAL	01	ORTCAC201/11/2024
JIBA SSS	OR TAMBO COASTAL	01	ORTCAC202/11/2024
SIYABONGA SS	OR TAMBO COASTAL	01	ORTCAC203/11/2024
ABRAHAM LEVY PRIMARY	NELSON MANDELA BAY	01	NMBAC204/11/2024
ADOLF SHAUDER PRIMARY	NELSON MANDELA BAY	01	NMBAC205/11/2024
BERTRAM HIGH SCHOOL	NELSON MANDELA BAY	01	NMBAC206/11/2024
CHARLES DUNA PRIM	NELSON MANDELA BAY	01	NMBAC207/11/2024
DIEHEUWEL PRIMARY	NELSON MANDELA BAY	01	NMBAC208/11/2024
FERNWOOD PARK PRIMARY	NELSON MANDELA BAY	01	NMBAC209/11/2024
FONTEIN PRIMARY	NELSON MANDELA BAY	01	NMBAC210/11/2024
FRANK JOUBERT PRIMARY	NELSON MANDELA BAY	01	NMBAC211/11/2024
GELVANDALE HIGH (HOSTEL)	NELSON MANDELA BAY	01	NMBAC212/11/2024
GELVANDALE PRIMARY	NELSON MANDELA BAY	01	NMBAC213/11/2024
HOMBAKAZI PRIMARY	NELSON MANDELA BAY	01	NMBAC214/11/2024
MAGQABI PRIMARY	NELSON MANDELA BAY	01	NMBAC215/11/2024
MZONTSUNDU PRIMARY	NELSON MANDELA BAY	01	NMBAC216/11/2024
NOMATHAMSANQA PRIMARY	NELSON MANDELA BAY	01	NMBAC217/11/2024
REPUBLICK PRIMARY	NELSON MANDELA BAY	01	NMBAC218/11/2024
SEYISI PRIMARY	NELSON MANDELA BAY	01	NMBAC219/11/2024
ST. THERESA PRIMARY	NELSON MANDELA BAY	01	NMBAC/220/11/2024
UITENHAGE PRIMARY	NELSON MANDELA BAY	01	NMBAC221/11/2024
VERITE PRIMARY	NELSON MANDELA BAY	01	NMBAC/222/11/2024
WALMER PRIMARY	NELSON MANDELA BAY	01	NMBAC223/11/2024
MATATIELE SSS	ALFRED NZO WEST	01	ANWAC224/11/2024
MOKHESENG SSS	ALFRED NZO WEST	01	ANWAC225/11/2024
MOOROSI HS	ALFRED NZO WEST	01	ANWAC226/11/2024

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MANGOLONG PS	ALFRED NZO WEST	01	ANWAC227/11/2024
NYANISO SSS	ALFRED NZO WEST	01	ANWAC228/11/2024
HLANGWINI SS	ALFRED NZO WEST	01	ANWAC229/11/2024
MOSHESH A.T HS	ALFRED NZO WEST	01	ANWAC230/11/2024
PUTHALICHAB HS	ALFRED NZO WEST	01	ANWAC231/11/2024
TRAMORE PS	ALFRED NZO WEST	01	ANWAC232/11/2024
EMAZIZINI PS	ALFRED NZO WEST	01	ANWAC233/11/2024
SAPUKANDUKU PS	ALFRED NZO WEST	01	ANWAC234/11/2024
MNCEBA SSS	ALFRED NZO WEST	01	ANWAC235/11/2024
DUMEZWENI SSS	ALFRED NZO WEST	01	ANWAC236/11/2024
SUKUDE SSS	ALFRED NZO WEST	01	ANWAC237/11/2024
XESIBE SSS	ALFRED NZO WEST	01	ANWAC238/11/2024
NTSIZWA SSS	ALFRED NZO WEST	01	ANWAC239/11/2024
NTSIZWA PS	ALFRED NZO WEST	01	ANWAC240/11/2024
SAPUKANDUKU SSS	ALFRED NZO WEST	01	ANWAC241/11/2024
DUTYINI PS	ALFRED NZO WEST	01	ANWAC242/11/2024
LOKWE PS	ALFRED NZO WEST	01	ANWAC243/11/2024
MZAMO PS	ALFRED NZO WEST	01	ANWAC244/11/2024
SEMENI PS	ALFRED NZO WEST	01	ANWAC245/11/2024
MGQUMANGWE PS	ALFRED NZO WEST	01	ANWAC246/11/2024
MKHONQO PS	ALFRED NZO WEST	01	ANWAC247/11/2024
QOQA PS	ALFRED NZO WEST	01	ANWAC248/11/2024
LOYISO SSS	ALFRED NZO WEST	01	ANWAC249/11/2024
ST MARKS TECH HIGH	ALFRED NZO WEST	01	ANWAC250/11/2024
LUTATENI SSS	ALFRED NZO WEST	01	ANWAC251/11/2024
NOMKOLOKOTO PS	ALFRED NZO WEST	01	ANWAC252/11/2024
MANDILENI PS	ALFRED NZO WEST	01	ANWAC253/11/2024
CATUZA PS	CHRIS HANI EAST	01	CHEAC254/11/2024
TYELIZIMA PS	CHRIS HANI EAST	01	CHEAC255/11/2024
NOGWAZA PS	CHRIS HANI EAST	01	CHEAC256/11/2024
MADEBE PS	CHRIS HANI EAST	01	CHEAC257/11/2024
NGXEBE PS	CHRIS HANI EAST	01	CHEAC258/11/2024
PAKAMANI SSS	CHRIS HANI EAST	01	CHEAC259/11/2024
YAWA PS	CHRIS HANI EAST	01	CHEAC260/11/2024
LOWER SITHOLENI PS	CHRIS HANI EAST	01	CHEAC261/11/2024
M.Z DALASILE SSS	CHRIS HANI EAST	01	CHEAC262/11/2024
MBOLENI PS	CHRIS HANI EAST	01	CHEAC263/11/2024
KANYE PS	CHRIS HANI EAST	01	CHEAC264/11/2024
NDYEBO NTSALUBA SSS	CHRIS HANI EAST	01	CHEAC265/11/2024
PHILEMON NKWENWEZI PS	CHRIS HANI EAST	01	CHEAC266/11/2024
HANGE PS	CHRIS HANI EAST	01	CHEAC267/11/2024
MAXAMA PS	CHRIS HANI EAST	01	CHEAC268/11/2024
KWABABA PS	CHRIS HANI EAST	01	CHEAC269/11/2024
JONGINAMBA PS	CHRIS HANI EAST	01	CHEAC270/11/2024
MZANTSI PS	CHRIS HANI EAST	01	CHEAC271/11/2024

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MPIKWANA PS	CHRIS HANI EAST	01	CHEAC272/11/2024
FALTEIN SSS	CHRIS HANI EAST	01	CHEAC273/11/2024
LOWER SEPAN SS	CHRIS HANI EAST	01	CHEAC274/11/2024
DALIWONG SS	CHRIS HANI EAST	01	CHEAC275/11/2024
LOWE NCORA PS	CHRIS HANI EAST	01	CHEAC276/11/2024
MBINZANA PS	CHRIS HANI EAST	01	CHEAC277/11/2024
MHLOBO PS	CHRIS HANI EAST	01	CHEAC278/11/2024
MASIKHUTHALE SSS	CHRIS HANI EAST	01	CHEAC279/11/2024
MASILINGANE SSS	CHRIS HANI EAST	01	CHEAC280/11/2024
CALA VILLANGE SSS	CHRIS HANI EAST	01	CHEAC281/11/2024
UPPER MTHINGWEVU SSS	CHRIS HANI EAST	01	CHEAC282/11/2024
MZIMVUBU SSS	CHRIS HANI EAST	01	CHEAC283/11/2024
UKHANYO SECONDARY	SARAH BAARTMAN	01	SBAC284/11/2024
NOMBULELO SECONDARY	SARAH BAARTMAN	01	SBAC285/11/2024
NYALUZA SENIOR SECONDARY	SARAH BAARTMAN	01	SBAC286/11/2024
ST MARYS PRIMARY	SARAH BAARTMAN	01	SBAC287/11/2024
EKHUPHUMELENI PRIMARY	SARAH BAARTMAN	01	SBAC289/11/2024
ANDREW MOYAKHE SCHOOL	SARAH BAARTMAN	01	SBAC290/11/2024
LANGKLOOF SECONDARY	SARAH BAARTMAN	01	SBAC291/11/2024
TSITSIKAMMA SECONDARY	SARAH BAARTMAN	01	SBAC292/11/2024
AV BUKANI PRIMARY	SARAH BAARTMAN	01	SBAC293/11/2024
JEFFERYS BAY COMPREHENSIVE	SARAH BAARTMAN	01	SBAC294/11/2024
WESTON JUNIOR SECONDARY	SARAH BAARTMAN	01	SBAC295/11/2024
HUMANSDORP SECONDARY	SARAH BAARTMAN	01	SBAC296/11/2024
GRASLAAGTE PRIMARY	SARAH BAARTMAN	01	SBAC297/11/2024
LUXOLO INTERMEDIATE	SARAH BAARTMAN	01	SBAC298/11/2024
SPANDAU SECONDARY	SARAH BAARTMAN	01	SBAC299/11/2024
GILL COLLEGE SENIOR	SARAH BAARTMAN	01	SBAC300/11/2024
MASIQAQAMBE PRIMARY	SARAH BAARTMAN	01	SBAC301/11/2024
WILLOWMORE SECONDARY	SARAH BAARTMAN	01	SBAC302/11/2024
WILLOWMORE PRIMARY	SARAH BAARTMAN	01	SBAC303/11/2024
VOLKSKOOL PRIMARY	SARAH BAARTMAN	01	SBAC304/11/2024

**REQUIREMENTS:** The ideal candidate must be in possession of Grade 12 or equivalent qualification. An exposure within admin/ corporate services environment will serve as an added advantage. **SKILLS:** Good customer service. Proven client focus and orientation experience. Sound interpersonal skills. Honesty and integrity. Basic Computer literacy and Numeracy. Good written and verbal communication skills. Preference will be given to candidates from the local area where the position is based.

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

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personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture learners and educator data on SASSAMS. Provide general administration duties.

### SENIOR HOUSEKEEPING SUPERVISORS

**SALARY NOTCH: R 216 417 – R 254 928 PER ANNUM (SALARY LEVEL 04)**

**CENTRE:**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
ALIWAL NORTH TECH ORIENTATION	JOE GQABI	01	JGSHS305/11/2024
TSOLO SPECIAL SCHOOL	OR TAMBO INLAND	01	ORTISHS306/11/2024
BAYSVILLE SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMSHS307/11/2024
NOPUMALANGA SPECIAL SCHOOL	ALFRED NZO EAST	01	ANESHS308/11/2024
VUKUZENZELE SPECIAL SCHOOL	ALFRED NZO EAST	01	ANESHS309/11/2024
BERGSIG SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBSHS310/11/2024
CAPE RECIFE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBSHS311/11/2024
LUTHANDO-LUVUYO SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBSHS312/11/2024
MERYVALE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBSHS313/11/2024
MZAM'OMHLE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBSHS314/11/2024
QUEST SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBSHS/315/11/2024
NOLITHA SPECIAL SCHOOL	ALFRED NZO WEST	01	ANWSHS316/11/2024
SIVE SPECIAL SCHOOL	ALFRED NZO WEST	01	ANWSHS317/11/2024
MOUNT HARGREAVES SSS	ALFRED NZO WEST	03	ANWSHS318/11/2024
TYELIMHOPHE AGRICULTURAL SCHOOL	ALFRED NZO WES	02	ANWSHS319/11/2024

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

**DUTIES:** The role of a senior housekeeping supervisor in a special needs hostel involves overseeing the cleanliness, organization, and overall maintenance of the facility to ensure a safe and comfortable environment for residents with special needs. The key duties include the following: Housekeeping staff Management: Supervise and lead the housekeeping team, providing guidance, training, and support. Assign tasks and responsibilities to staff members, ensuring efficient workload distribution, conduct regular performance evaluations and provide feedback to improve performance. Cleaning and Maintenance: Ensure that all living areas, common spaces, and facilities are clean, sanitized, and

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well-maintained. Develop and implement cleaning schedules to address specific needs and maintain high standards of cleanliness. Monitor and oversee cleaning tasks, ensuring compliance with hygiene and safety standards. Implement infection control measures to prevent the spread of illnesses. Inventory Management: Maintain an inventory of cleaning supplies, equipment, and materials. Coordinate procurement and replenishment of supplies as needed to ensure a consistent and well-stocked inventory. Health and Safety Compliance: Ensure that housekeeping practices adhere to health and safety regulations, especially considering the needs of residents with special requirements.

4. Special Needs Considerations: Collaborate with care staff to understand specific needs and preferences of residents with disabilities or medical conditions. Adjust cleaning procedures and schedules to accommodate unique requirements. Emergency Preparedness: Develop and communicate emergency response plans to the housekeeping team to ensure residents' safety during crises. Conduct drills and training exercises to prepare staff for emergency situations. Quality Assurance: Conduct regular inspections to assess the cleanliness and maintenance of the facility. Address any issues or deficiencies promptly to maintain a high standard of cleanliness. Record Keeping: Keep accurate records of cleaning schedules, inspections, and maintenance activities. Document any incidents, repairs, or improvements made within the facility.

### HOUSEKEEPING SUPERVISORS

Salary Notch: R183 279- R 215 892 Per annum (Salary level 03)

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
BAYSVILLE SPECIAL SCHOOL	BUFFALO CITY METRO	02	BCMHS320/11/2024
BERGSIG SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBHS321/11/2024
CAPE RECIFE SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBHS322/11/2024
MERRYVALE SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBHS323/11/2024
MZAMO'OMHLE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBHS324/11/2024
QUEST SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBHS325/11/2024
REUBEN BIRIN SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBHS326/11/2024

**REQUIREMENTS:** A grade 9 or school leaving certificate and testimonial from principal. the role of a housekeeping supervisor in school/special schools requires a combination of qualifications, skills, and competences to effectively manage the cleanliness and maintenance of the school environment. Here are the requirements and key competences for a housekeeping supervisor in school/special schools. Must have prior experience in supervising the household aid. As a supervisor the successful applicant should demonstrate a basic knowledge of laundry equipment food hygiene /preparations, the ability to use cleaning equipment, first aid. Interpersonal skills to be displayed include an acknowledgement of the unique needs of learners, treat each learner as an individual and respect their differences, avoiding use of language that is inappropriate biased and discriminatory in relation to any learner under their care. Be reliable, respectful, responsible, honest.

**DUTIES:** To render an efficient and effective supervisory support service to the household aids and to ensure the most desirable and most cost-effective environment for the hostel. Supervision, training, administration and stock control. Ensure catering for the hostel residents Ensure cleaning of the hostel Ensure laundry service for the hostel Responsible for the well-being of the residents •Support service provided to the hostel Supervising the household aids and serving as a team leader. Supporting and advising the household aids on the execution of their tasks. Ensuring the neatness of the buildings and premises Maintaining attendance register for household aids Co-ordinating daily activities of household aids Training household aids by means of practical demonstrations/role play

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etc. Developing a work schedule for the household aids. Monitoring leave register of household aids. Organising meetings with household aids and preparing inspection reports for superintendent/principal. Receiving and storing stock. Preparing vegetables, meat, fruit etc. Preparing salads and puddings. Dishing up foods. Slicing bread. Making sandwiches. Setting and clearing tables. Cleaning store, and bread and meat-slicing machines. Cleaning basins, working surface etc. Sweep and mop kitchen floor. Washing kitchen walls. Washing-up and drying cutlery and crockery. Cleaning dishcloths. Cleaning bedrooms and bathrooms. Cleaning foyer. Cleaning fridges. Washing clothes and linen. Ironing clothing, linen and sheets. Distribution of clothing etc. Supervising resident learners at nighttime and mornings. Supervising learners at mealtimes. Learning good habits of personal hygiene and cleanliness to hostel residents. Ensure that learners' clothing is taken to the laundry. Doing emergency mending work to clothes, linen, etc. Acting as Senior Household- Supervisor when necessary. Assisting at school and hostel functions. Assisting disabled learners during nightshift (ELSEN schools) Storing machinery and equipment. Administer first aid.

## SECURITY GUARD

**SALARY NOTCH: R 155 148- R 182 757 PER ANNUM (SALARY LEVEL 03)**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
WILO TECH HS	OR TAMBO INLAND	01	ORTISO327/11/2024
MANZOLWANDLE SANDILE SSS	OR TAMBO INLAND	01	ORTISO328/11/2024
DALINDYEBO SSS	OR TAMBO INLAND	01	ORTISO329/11/2024
BAMBILANGA SSS	OR TAMBO INLAND	01	ORTISO330/11/2024
ZWELIBANGILE SSS	OR TAMBO INLAND	01	ORTISO331/11/2024
ZWELODUMO SSS	OR TAMBO INLAND	01	ORTISO332/11/2024
DILIZINTABA SSS	OR TAMBO INLAND	01	ORTISO333/11/2024
BELE ZINGCUKA TECH HS	OR TAMBO INLAND	01	ORTISO334/11/2024
DWEBA SSS	OR TAMBO INLAND	01	ORTISO335/11/2024
UPPER CULUNCA SSS	OR TAMBO INLAND	01	ORTISO336/11/2024
GOBOIZIZWE HS	OR TAMBO INLAND	01	ORTISO337/11/2024
BCM INNER CITY HS	BUFFALO CITY METRO	01	BCMSO338/11/2024
KHAYALETHU SSS	BUFFALO CITY METRO	01	BCMSO339/11/2024
ALBANY STREET HS	BUFFALO CITY METRO	01	BCMSO340/11/2024
TSHOLOMNQA HS	BUFFALO CITY METRO	01	BCMSO341/11/2024
PEFFERVILLE PS	BUFFALO CITY METRO	01	BCMSO342/11/2024
BUCULE TECH	BUFFALO CITY METRO		BCMSO343/11/2024
VULAMAZIBUKO HS	BUFFALO CITY METRO	01	BCMSO344/11/2024
SEK MQHAYI	BUFFALO CITY METRO	01	BCMSO345/11/2024
TANDULWAZI PS	BUFFALO CITY METRO	01	BCMSO346/11/2024
QAQAMBA PS	BUFFALO CITY METRO	01	BCMSO347/11/2024
MZAMOWETHU COMBAINED	BUFFALO CITY METRO	01	BCMSO348/11/2024
HUMANSDORP SECONDARY	SARAH BAARTMAN	01	SBSO349/11/2024
PUAL SAUER SECONDARY	SARAH BAARTMAN	01	SBSO350/11/2024
MCLACHLAN SECONDARY	SARAH BAARTMAN	01	SBSO351/11/2024
ST CALMCILLE SSS	SARAH BAARTMAN	01	SBSO352/11/2024
ALEXNDRIA HS	SARAH BAARTMAN	01	SBSO353/11/2024
PJ OLIVIER SEC SCHOOL	SARAH BAARTMAN	01	SBSO354/11/2024
GRAEMA COLLEGE BOY HIGH	SARAH BAARTMAN	01	SBSO355/11/2024
SPANDAU SEC SCHOOL	SARAH BAARTMAN	01	SBSO356/11/2024
WILLOMORE SSS	SARAH BAARTMAN	01	SBSO357/11/2024
AEROVLLE SEC SCHOOL	SARAH BAARTMAN	01	SBSO358/11/2024

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MAKAULA SSS	ALFRED NZO WEST	01	SBSO359/11/2024
ZWELIHLANGENE PS	ALFRED NZO WEST	01	SBSO360/11/2024
NTABANKULU SSS	ALFRED NZO WEST	01	SBSO361/11/2024
MT AYLIFF TECH HIGH	ALFRED NZO WEST	01	SBSO362/11/2024
THOLANG SSS	ALFRED NZO WEST	01	SBSO363/11/2024
ST MARKS TECH HIGH	ALFRED NZO WEST	01	SBSO364/11/2024
NYANGA SSS	CHRIS HANI EAST	01	SBSO365/11/2024
CLARKBURY	CHRIS HANI EAST	01	SBSO366/11/2024
ELLIOT HS	CHRIS HANI EAST	01	SBSO367/11/2024
DALIWONGA SSS	CHRIS HANI EAST	01	SBSO368/11/2024
ZWELIVUMILE SSS	CHRIS HANI EAST	01	SBSO369/11/2024
NGCOBO CMC	CHRIS HANI EAST	01	SBSO370/11/2024
PHAPHANI HS	NELSON MANDELA BAY	01	SBSO371/11/2024
TINARA HS	NELSON MANDELA BAY	01	SBSO372/11/2024
CINGANI HS	NELSON MANDELA BAY	01	SBSO373/11/2024
SOQHAYISA HS	NELSON MANDELA BAY	01	SBSO374/11/2024
KWAZAKHELE HS	NELSON MANDELA BAY	01	SBSO375/11/2024
GELVANDALE HS	NELSON MANDELA BAY	01	SBSO376/11/2024
NDZONDELELO HS	NELSON MANDELA BAY	01	SBSO377/11/2024
KHWEZI LOMSO HS	NELSON MANDELA BAY	01	SBSO378/11/2024
WALMER HS	NELSON MANDELA BAY	01	SBSO379/11/2024
MZIMHLOPHE PS	NELSON MANDELA BAY	01	SBSO380/11/2024
MANGAL SSS	OR TAMBO COASTAL	01	SBSO381/11/2024
XHENTSE SSS	OR TAMBO COASTAL	01	SBSO382/11/2024
MPINGANA SS	OR TAMBO COASTAL	01	SBSO383/11/2024
NONKONYANA PS	OR TAMBO COASTAL	01	SBSO380411/2024
GOBINAMBA	OR TAMBO COASTAL	01	SBSO385/11/2024
NKOSIMVINJELWA SSS	OR TAMBO COASTAL	01	SBSO386/11/2024
SANDI SSS	OR TAMBO COASTAL	01	SBSO387/11/2024
NOGEMANE SSS	OR TAMBO COASTAL	01	SBSO388/11/2024
MAKUKHANYE SSS	OR TAMBO COASTAL	01	SBSO389/11/2024
NGOBOZANE SSS	OR TAMBO COASTAL	01	SBSO390/11/2024
WILO TECH HS	OR THAMBO INLAND	01	SBSO391/11/2024
MANZOLWANDLE SANDILE SSS	OR THAMBO INLAND	01	SBSO392/11/2024
DALINDYEBO SSS	OR THAMBO INLAND	01	SBSO393/11/2024
BAMBILANGA SSS	OR THAMBO INLAND	01	SBSO394/11/2024
ZWELIBANGILE SSS	OR THAMBO INLAND	01	SBSO395/11/2024
ZWELODUMO SSS	OR THAMBO INLAND	01	SBSO396/11/2024
DILIZINTABA SSS	OR THAMBO INLAND	01	SBSO397/11/2024
BELE ZINGCUKA TECH HS	OR THAMBO INLAND	01	SBSO398/11/2024
DWEBE SSS	OR THAMBO INLAND	01	SBSO399/11/2024
UPPER CULUNCA SSS	OR THAMBO INLAND	01	SBSO400/11/2024
GOBIZIWE HS	OR THAMBO INLAND	01	SBSO401/11/2024

**Requirements:** Basic Security course and basic education and training. Good communication skills, good

customer care. An understanding of Public Service principles. Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment stores. Knowledge of prescribed security procedures and the authority of security officers under these documents, Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Good communication skills (written and verbal skills) and a good command of English language.

**DUTIES:** Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors to the premises where necessary. Ensure that facilities, premises vehicles

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learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).

**GENERAL WORKER**

**Salary Notch: R 155 148 - R 182 757 per annum (Salary level 03)**

**CENTRE:**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
BAYSVILLE SPECIAL SCHOOL	BUFFALO CITY METRO	03	BCMHCCLA4055/11/2024
ST PATRICKS SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMHCCLA406/11/2024
ST THOMAS SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMHCCLA407/11/2024
NOMPUMALANGA SPECIAL SCHOOL	ALFRED NZO EAST	01	ANEHCCLA408/11/2024
SIGCAU SPECIAL SCHOOL	OR TAMBO COASTAL	01	ORTCHCLA409/11/2024
BERGSIG SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBHCCLA410/11/2024
CAPE RECIFE SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBHCCLA411/11/2024
MERRYVALE SPECIAL SCHOOL	NELSON MANDELA BAY	03	NMBHCCLA412/11/2024
MZAM'OMHLE SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBHCCLA413/11/2024
QUEST SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBHCCLA414/11/2024
REUBEN BIRIN SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBHCCLA415/11/2024
NOLITHA SPECIAL SCHOOL	ALFRED NZO WEST	01	ANWHCCLA416/11/2024
SIVE SPECIAL SCHOOL	ALFRED NZO WEST	01	ANWHCCLA417/11/2024
MOUNT HARGREAVES SPECIAL SCHOOL	ALFRED NZO WEST	02	ANWHCCLA418/11/2024
TYELIMHLOPHE AGRICULTURAL SCHOOL	ALFRED NZO WEST	01	ANWHCCLA419/11/2024
MT FLETCHER SPECIAL SCHOOL	JOE GQABI	01	JGHCLA420/11/2024

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

**DUTIES:** A hostel assistant in a hostel for learners with special educational needs has multifaceted responsibilities that revolve around providing care, support, and ensuring a conducive environment for these learners. Duties encompass various areas, including laundry services, cooking meals, and learner personal care as directed by the supervisors. Personal care includes assisting learners with

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special needs in daily activities such as bathing, dressing, grooming, and toileting, providing mobility support and helping with the use of assistive devices, ensuring learners are comfortable, well-positioned, and safe. Laundry Services including the washing, drying, and folding LEARNERS' clothes and personal items. Kitchen services include cooking, cleaning and preparing nutritious meals that cater to learners' dietary requirements and preferences.

**TEACHER AND CLASS ASSISTANTS.**

**SALARY NOTCH: R 155 148- R 182 757 per annum (Salary level 03)**

**CENTRE:**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
COLLAGE STREET SPECIAL SCHOOL	BUFFALO CITY METRO	05	BCMTCA421/11/2024
FUNDISA SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMTCA422/11/2024
ST PATRICKS	BUFFALO CITY METRO	01	
MANZABILA SPECIAL SCHOOL	OR TAMBO COASTAL	01	ORTCTCA423/11/2024
CAPE RECIFE SPECIAL SCHOOL	NELSON MANDELA BAY	04	NMBTCA424/11/2024
KHANYISA SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBTCA425/11/2024
MERRYVALE SPECIAL SCHOOL	NELSON MANDELA BAY	04	NMBTCA426/11/2024
QUEST SPECIAL SCHOOL	NELSON MANDEL BAY	04	NMBTCA427/11/2024

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

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

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**DRIVER/HANDYMAN**  
**SALARY NOTCH: R 155 148- R 182 757 PER ANNUM (SALARY LEVEL 03)**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
LADY GREY ARTS ACADEMY	JOE GQABI	01	JGDH428/11/2024
UGIE HIGH	JOE GQABI	01	JGDH4297/11/2024
BLYTHSWOOD SSS	AMATHOLE EAST	01	AEDH430/11/2024
BUTTERWORTH HIGH	AMATHOLE EAST	01	AEDH431/11/2024
THUBALETHU	AMATHOLE WEST	01	AWDH432/11/2024
FUNDISA SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMDH434/11/2024
SCHORNVILLE HS	BUFFALO CITY METRO	01	BCMDH435/11/2024
GREENPOINT SSS	BUFFALO CITY METRO	01	BCMDH436/11/2024
VUKUZENZELE SPECIAL SCHOOL	ALFRED NZO EAST	01	ANEDH437/11/2024
MANZABILA SS	OR TAMBO COASTAL	01	ORTCDH438/11/2024
TRIOMF PRIMARY	NELSON MANDELA BAY	01	NMBDH439/11/2024
WEST END PRIMARY	NELSON MANDELA BAY	01	NMBDH440/11/2024
CAPE RECIFE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBDH441/11/2024
HAPPYDALE S.S	NELSON MANDELA BAY	01	NMBDH442/11/2024
KHANYISA SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBDH443/11/2024
LONWABO SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBDH444/11/2024
MERRYVALE SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBDH445/11/2024
NORTHERN LIGHTS SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBDH446/11/2024
QUEST SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBDH447/11/2024
REUBE BIRIN SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBDH448/11/2024
CLARKEBURY	CHRIS HANI EAST	01	CHEDH449/11/2024
KHANYISA SPECIAL SCHOOL	CHRIS HANI EAST	01	CHEDH450/11/2024
MAKHANDA CMC	SARAH BAARTMAN	01	SBDH451/11/2024
GRAAFF REINET CMC	SARAH BAARTMAN	01	SBDH452/11/2024
AMASANGO SPECIAL SCHOOL	SARAH BAARTMAN	01	SBDH453/11/2024
KUYASA	SARAH BAARTMAN	01	SBDH454/11/2024
NGANGELIZWE SSS	OR TAMBO INLAND		ORTIH455/11/2024
MTHATHA TECHNICAL SCHOOL	OR TAMBO INLAND	01	ORTIDH456/11/2024

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

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

**FOOD SERVICE AID**

**UNIT: SPECIAL SCHOOLS**

**SALARY: R131 265 - 154 626. Per annum (Level 02)**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
EFATA SPECIAL SCHOOL	OR TAMBO INLAND	01	ORTIFSA457/11/2024
TSOLO SPECIAL SCHOOL	OR TAMBO INLAND	01	ORTIFSA458/11/2024
BAYSVILLE SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMFSFA457/11/2024
ST PATRICKS SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMFSFA458/11/2024
NOMPULANGA SPECIAL SCHOOL	ALFRED NZO EAST	01	ANEFSA459/11/2024
VUKUZENZELE SPECIAL SCHOOL	AFRED NZO EAST	01	ANEFSA460/11/2024
ZAMOKUHLE SPECIAL SCHOOL	ALFRED NZO EAST	01	ANZEFSA461/11/2024
SIGCAU SPECIAL SCHOOL	OR TAMBO COSTAL	01	ORTCFSA462/11/2024
BERGSIG SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBFSA463/11/2024
CAPE RECIFE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBFSA464/11/2024
LONWABO SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBFSA465/11/2024
MERRYVALE SPECIAL SCHOOL	NELSON MANDELA BAY	02	NMBFSA466/11/2024
MZAM'OHMHLE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBFSA467/11/2024
QUEST SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBFSA468/11/2024
REUBEN BIRIN SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBFSA469/11/2024
NOLITHA SPECIAL SCHOOL	ALFRED NZO WEST	01	ANWFSA470/11/2024

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SIVE SPECIAL SCHOOL	ALFRED NZO WEST	01	ANWFSA471/11/2024
MOUNT HARGREAVES SSS	ALFRED NZO WEST	02	ANWFSA472/11/2024
TYELIMHLOPHE AGRICULTURAL SCHOOL	ALFRED NZO WEST ALFRED NZO WEST	02	ANWFSA473/11/2024
MT FLETCHER SPECIAL SCHOOL	JOE GQABI	01	JGFSA474/11/2024

**REQUIREMENTS:** Applicants must be in possession of an NQF level 1 to 4 qualification plus exposure in refreshment preparation, etiquette, hygiene and serving. The following key competencies and attributes are: Basic literacy, good communication skills, organising skills, interpersonal relations, Flexibility and Teamwork.

**DUTIES:** Provide refreshment serving services. Serve refreshment to official visitors and cater for meetings held at DPE in a professional manner. Secure refreshment stock for meetings. Alert the supervisor to replenish refreshment items and cleaning material. Tidy boardrooms cutlery and alert the supervisor to the need for procurement of new items. Ensure regular serving of water in the boardrooms. Manage the bookings system of the boardrooms. Render assistance with logistical arrangements in preparation for meetings. Assist with document reproduction and facsimile services.

#### GENERAL WORKER

**SALARY: R155 148 - 182 757.per annum (Level 03)**

CENTRE	DISTRICT	NO OF POSTS	REFERENCE NUMBER
EFATA SPECIAL SCHOOL	OR TAMBO INLAND	01	ORTIGC475/11/2024
TSOLO SPECIAL SCHOOL	OR TAMBO INLAND	01	ORTIGC476/11/2024
BAYSVILLE SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMGC477/11/2024
COLLEGE STREET SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMGC478/11/2024
FUNDISA SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMGC479/11/2024
ST PATRICKS SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMGC480/11/2024
ST THOMAS SPECIAL SCHOOL	BUFFALO CITY METRO	01	BCMGC481/11/2024
NOMPUMALANGA SPECIAL SCHOOL	ALFRED NZO EAST	01	ANEGC482/11/2024
VUKUZENZELE SPECIAL SCHOOL	ALFRED NZO EAST	01	ANEGC483/11/2024
ZAMOKUHLE SPECIAL SCHOOL	ALFRED NZO EAST	01	ANEGC484/11/2024
CAPE RECIFE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC485/11/2024
GREENWOOD SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC486/11/2024
HAPPYDALE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC487/11/2024
KHANYISA SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC488/11/2024
LUTHANDO-LUVUYO SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC489/11/2024
MERRYVALE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC490/11/2024
MZAM'OMHLE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC491/11/2024
NORTHERN LIGHTS SPECIAL	NELSON MANDELA BAY	01	NMBGC492/11/2024

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SCHOOL			
QUEST SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC493/11/2024
REUBEN BIRIN SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC494/11/2024
SUNSHINE SPECIAL SCHOOL	NELSON MANDELA BAY	01	NMBGC495/11/2024
KING NDLOVUYESIZWE SPECIAL SCHOOL	OR TAMBO COASTAL	01	ORTCGC596/11/2024
MANZABILA SPECIAL SCHOOL	OR TAMBO COASTAL	01	ORTCGC597/11/2024
SIGCAU SPECIAL SCHOOL	OR TAMBO COASTAL	01	ORTCGC598/11/2024
KUYASA SPECIAL SCHOOL	SARAH BAARTMAN	01	SBCGC599/11/2024

**REQUIREMENTS:** ABET qualification with two (2) year experience in a cleaning services environment Ability to operate cleaning equipment's as well as cleaning methods and procedures good organising and interpersonal relationship Basic literacy (ability to read and write and basic numeracy (ability to count) Reliable, hardworking, trustworthy and able to work as team.

**DUTIES :** Render office cleaning services, clean surfaces and floors, vacuum carpets and upholstery, cleaning windows, empty dirt baskets, dust offices, replenish accessories, washing the towels, preparing boardrooms for meetings Monitor cleaning materials and report stock levels Utilise cleaning equipment and ensure their safe guarding Keep the surroundings clean and tidy Ensure that toilets are always clean Prepare tea for the managers' guests Comply with Occupational Health and Safety standards.

**PLEASE NOTE:** Applications are to be hand delivered to relevant district offices as tabulated below, stating the relevant reference number to the school as indicated; applications must be submitted on a new Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV including at least three contactable referees, as well as copies of all qualification(s) and ID-document and Driver's license [where applicable]:

<b>Alfred Nzo East District Director</b> Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800	<b>Alfred Nzo West District Director</b> Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	<b>Amathole East District Director</b> Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960
<b>Amathole West District Director</b> Tel: 046- 6451179 Address: P/B X 2041 Fort Beaufort 5720	<b>Buffalo City Metro: District Director</b> Tel: 043-7086229 Address: P/B X 9007 E.L 5200	<b>Chris Hani East District Director</b> Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050
<b>Chris Hani West District Director</b> Tel: 045 – 8588900 Address: P/B X 7053 Queenstown 5320	<b>Joe Qwabi Dsitrict Director</b> Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762	<b>Nelson Mandela Bay District Director</b> Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056
<b>OR Tambo Inland District Director</b> Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100	<b>OR Tambo Coastal District Director</b> Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820	<b>Sarah Baartman District Director</b> Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280

MISS BM MADONSELA



DIRECTOR: HRA

DATE: 12.12.2024

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