



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **Miss BM Madonsela**. Tel: 040 608 4228. Email: buhle.madonsela@ecdoe.gov.za Website: www.ecdoe.gov.za

**CIRCULAR 01 OF 2025: PUBLIC SERVICE ACT POSTS VACANT
WITHIN
EASTERN CAPE DEPARTMENT OF EDUCATION**

CLOSING DATE 24 MARCH 2025

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.

**DEPUTY DIRECTOR: COMMUNICATION (INTERNAL AND EXTERNAL)
(RE-ADVERTISEMENT: APPLICANTS WHO PREVIOUSLY APPLIED
SHOULD RE APPLY)**

**CHIEF DIRECTORATE: CORPORATE STRATEGY MANAGEMENT
DIRECTORATE: COMMUNICATION AND STAKEHOLDER
MANAGEMENT**

**SALARY: R849 702 – R1 000 890 per annum (inclusive package) (Level 11)
REF NO: DOE1/02/2025
CENTRE: ZWELITSHA**

REQUIREMENTS: An undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 6/7 as recognized by SAQA. Minimum of 3 to 5 years' experience as an Assistant Director gained from Communication/media environment or related field. Clear understanding of and/or experience in creative and technical process of gathering, packaging and disseminating information. Dynamic motivated, creative self-starter capable of working with little supervision. A background in external communication. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to

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travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.

DUTIES: Participate in the development and implementation of the communication strategy. Manage a media monitoring and analysis system. Research, draft and issue press releases. Co-ordinate and organise press briefings, interviews and other media events. Draft opinion pieces for placement in various publications. Provide technical and professional advice to the organisation on media production. Market the organisation on the media production. Market the organization through appropriate external communication tools. Manage social media accounts. Manage the production of internal publications. Manage the maintenance of the organisation's website (content and visuals). Manage the Information Resource Centre (Library). Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Mr. Mnqanqeni Tel No: 040 608 4200

E-Recruitment Enquiries: erecruitment@ecd.gov.za

DEPUTY DIRECTOR: EXECUTIVE SUPPORT
CHIEF DIRECTORATE: CURRICULUM MANAGEMENT
DIRECTORATE: CURRICULUM
SALARY: R 849 702 – R 1 000 890 inclusive package (Level 11)
CENTRE: ZWELITSHA
REF NO: DOE02/02/2025

REQUIREMENTS: An NQF Level 6/7 Degree as recognized by SAQA, in Public Administration / Management / Business Management. 3 – 5 years' relevant experience required at ASD level. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical

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thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.

DUTIES: Be overall responsible for the efficient management of the office of the Head of the DDG: Curriculum Management. Ensure compliance by the office of the DDG: Curriculum Management with all statutory, corporate governance and reporting requirements. Provide high-level executive/strategic support to the office of the DDG: Curriculum Management. Assist DDG in coordinating the implementation and monitor and Executive/Top Management decisions. Ensure that Annual Performance Plans and Operational Projects are executed effectively. Draft correspondence and take minutes at all meetings. Assist DDG in the collation of strategic and operational plans as well as performance reports. Develop and maintain a correspondence and records management system for the office. Assist with strategic and business planning processes for DDG. Coordinate communication with all stakeholders. Assist in collation of reports pertaining to human, financial and material resources attached to the office of the DDG. Act as a responsible manager for the office of the DDG. Facilitate the linkage between the office of the DDG and the Office of the Executive Authority. Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Mr. R Tywakadi 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

**DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND
ADMINISTRATION (02 POSTS)
CHIEF DIRECTORATE: CLUSTER
DIRECTORATE: EDUCATION DISTRICT**

**SALARY: R 849 702 – R 1 000 890 inclusive package (Level 11)
CENTRE: OR TAMBO COASTAL, REF: DoE03/02/2025
CLUSTER A (MTHATHA), REF: DOE04/02/2025**

REQUIREMENTS: An appropriate recognised (3-year) undergraduate NQF level 6/ 7 Qualification in Personnel/ Human Resource Management/ Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent

writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

DUTIES: Management of day-to-day functions of human resource administration and provisioning. Management of resources planning services for the district and the management of additional educators. Management and control of recruitment processes within the district. In consultation with the Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Conduct reference checks for potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Manage and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Manages and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Prepare reports on human resource administration matters for cluster office and for Provincial Office. Develop, improve,

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interpret and monitor the implementation of departmental human resource policies/ procedures/ delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Report to Senior Management as may be required. Management of subordinates and quality assure their work as well as Performance Management & Development Systems.

ENQUIRIES: Ms. Madonsela 040 608 4200

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DEPUTY DIRECTOR: FINANCE
CHIEF DIRECTORATE: CLUSTER
DIRECTORATE: BCM EDUCATION DISTRICT
SALARY: R 849 702 – R 1 000 890 inclusive package (Level 11)
REF: DOE05/02/2025
CENTRE: BUFFALO CITY METRO

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

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

DUTIES: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the

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


ENQUIRIES: Mr. Mabece (043 708 6229)

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DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT
CHIEF DIRECTORATE: CLUSTER
DIRECTORATE: BCM EDUCATION DISTRICT
SALARY: R 849 702 – R 1 000 890 inclusive package (Level 11)
REF: DOE06/02/2025
CENTRE: BUFFALO CITY METRO

REQUIREMENTS: An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply

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

DUTIES: Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management Page14 regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyze on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards

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

ENQUIRIES: Mr. Mabece (043 708 6229)

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PLEASE NOTE: For all Salary Level 11 above are 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

EDUCATIONAL PSYCHOLOGIST (GRADE 1)

CHIEF DIRECTOR: CLUSTER

DIRECTORATE: INCLUSIVE EDUCATION

SALARY: R 1 180 629.00 (OSD)

CENTRE: AMATHOLE WEST, REF: DOE07/02/2025

JOE GQABI, REF: DOE8/02/2025

SARAH BAARTMAN, REF: DOE9/02/2025

NELSON MANDELA BAY (MARRY VALE SPS), REF: DOE10/02/2025

REQUIREMENTS: Registered master's degree in psychology and registration with the HPCSA. Minimum of 9 years-experience in education after registration as an independent Psychologist. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of Education Sector will be added advantage.

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DUTIES: The Senior Psychologist will facilitate the implementation of inclusive education according to the SIAS process with focus on all schools (Full-Service Schools, Public Ordinary schools and Special Schools) by supporting Inclusive Education Strategies according to international standards, as guided by EWP 6 and the SIAS Policy at PCCIE, DBST, CBST and SBST levels. The Senior Psychologist will monitor and coordinate the Screening, Identification, Assessment and Support of learners experiencing barriers to learning, particularly Psychosocial barriers to learning and development through the SIAS-policy through the following activities: Coordination of the provisioning of psycho-support by CMC and School Psychologists to learners experiencing barriers to learning and development as a member of the multi-professional team. Coordinate, evaluate and monitor the psychological assessment by CMC and School Psychologists: cognitive, personality, emotional and neuropsychological functions of learners related to learning and development. Coordinate the psychological intervention of CMC and School Psychologists to perform a range of therapeutic psycho-educational interventions (psychotherapy, counselling, trauma debriefing and refer to other specialists) Facilitate the implementation of educationally based programmes in response to diverse needs, executed by CMC and School Psychologists: Parental and educator guidance or feedback, Interventions relating to barriers to learning and development, Assessment accommodations, SBSTs and DBST – training, reports, assistance to teachers and other professionals in a multi-disciplinary approach, Focus on early identification. The Senior Psychologist will facilitate the Inter-sectoral collaboration such as DOE, Government Departments, NGOs, NPOs and others as it pertains to psychosocial support services. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Provide training and supervise other registered psychological practitioners (CMC and School Based) according to the Scope of the Profession of Psychologists (HPCSA, 2008) as per the PMDS regulations. Conduct all relevant administrative activities relating to the core mandate of this position and monitor the administration functions of junior Psychologists such as administration of SNA-forms, case files, case notes, reports, filing, submissions, statistical reports, planning, research, and developing programs, psychometric instruments and correspondence. Attend district management meetings and inter-departmental meetings, subsistence and travelling

claims. Performance management (PMDS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

ENQUIRIES: Mr. Ncapayi 040 608 4200

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

EDUCATION THERAPIST: SPEECH LANGUAGE THERAPIST (GRADE 1)

CHIEF DIRECTOR: DISTRICT EDUCATION

DIRECTORATE: INCLUSIVE EDUCATION

SALARY: R 376 524.00

REF: DOE011/02/2005

CENTRE: BCM DISTRICT (KHAYALETHU SPECIAL SCHOOL)

REQUIREMENTS: Degree In Speech Language Therapy. Registration with the Health Professions Council of South Africa (HPCSA). Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA-qualified therapists who performed Community Service, as required in South Africa. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa. Problem solving skills. (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Knowledge of Education Sector will be added advantage.

DUTIES: To conduct speech, language, or communication difficulties. This includes evaluating their speech sounds, language comprehension and expression, fluency, voice, and social communication skills as per Speech Language Therapy Scope of Practice. Conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, Engage in multi-disciplinary team discussions and make recommendations and/or referrals. Provide direct and indirect Speech and Language Therapy services based on an the Speech Language Therapy plan to learners in public special schools and public ordinary schools; Determine individualized and group Speech and Language Therapy; prescribe, issue and maintain assistive devices; maintain records of Speech and Language Therapy; Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents. Manage Therapy support materials and equipment. Manage effective administration practices of Speech and Language Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA). To assist in the placement of learners in the special schools. To conduct outreach services to other Full-Service and Public Ordinary Schools. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements. Conduct all relevant administrative activities relating to the core mandate of this position. Attend district management meetings and inter-departmental meetings, Performance management (QMS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

ENQUIRIES: Mr. Putter 040 608 4200

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EDUCATION THERAPIST: OCCUPATIONAL THERAPIST (GRADE 1)
CHIEF DIRECTOR: DISTRICT EDUCATION
DIRECTORATE: INCLUSIVE EDUCATION
SALARY: R 376 524.00
REF: DOE012/02/2005
CENTRE: BCM DISTRICT (KHAYALETHU SPECIAL SCHOOL)

REQUIREMENTS: Degree in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA). Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA-qualified therapists who performed Community Service, as required in South Africa. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa. Problem solving skills. (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Knowledge of Education Sector will be added advantage.

DUTIES: To assess the learner's level of functioning to identify barriers to learning based on the Occupational Therapists' scope of practice. Conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multi-disciplinary team discussions and make recommendations and/or referrals. Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; determine individualised and group Occupational Therapy; prescribe, issue and maintain assistive devices; maintain records of Occupational Therapy. Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents. Manage Therapy support materials and equipment. Manage effective administration practices of Occupational Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA). To assist in the placement of learners in the special schools. To conduct outreach services to other Full-Service and Public Ordinary Schools.. Maintain annual registration and Continued Professional Development (CPD) training according to HPCSA requirements. Conduct all relevant administrative activities relating to the core mandate of this position. Attend district management meetings and inter-departmental meetings, Performance management (QMS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

ENQUIRIES: Mr. Sekgobela 040 608 4200

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ASSISTANT DIRECTOR: SCHOOL HEALTH
CHIEF DIRECTOR: CLUSTER
DIRECTORATE: AE EDUCATION DISTRICT
SALARY: R 444 036 - R 532 602 PER ANNUM (LEVEL 09)
REF: DOE08/02/2025
CENTRE: AMATHOLE EAST

REQUIREMENTS: An appropriate (3-year) undergraduate NQF Level 6/7 qualification as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

DUTIES: Coordinate the provision of school health services at ordinary, full service, special and independent schools. Liaises with the District Office of the Health Department, relevant municipalities, NGOs, other health service providers and partners to secure the appropriate coverage of all schools in the district. Coordinate the provisioning of primary health services to learners with HIV/AIDS and other chronic diseases in schools. Coordinate screening and support programmes for the learners with eyesight, hearing, dental related health conditions. Coordinate periodic screening of learners stunting, nutrition deficiency and related nutrition health-based challenges. Monitor schools for the outbreak of contagious diseases. Report thereon and coordinate with the health department the implementation of containment measures. Coordinate, monitor and report the implementation of occupational health and safety measures affecting learners in school. 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.

ENQUIRIES: Ms. Tolom (047 401 4232)

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ASSISTANT DIRECTOR: NUTRITION, TRANSPORT AND HOSTELS
CHIEF DIRECTOR: DISTRICT EDUCATION
DIRECTORATE: EDUCATION DISTRICT
SALARY: R 444 036 - R 532 602 per annum (Level 09)
CENTRE: CHRIS HANI WEST, REF: DOE013/02/2025

REQUIREMENTS: An appropriate (3-year) undergraduate NQF Level 6/7 qualification as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

DUTIES: Coordinate, monitor and report on the implementation of the school nutrition programme in the district. Coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. Monitor, evaluate and report on the provisioning of learner transport services by implementing agents. Coordinate the provisioning of hostel services at the designated schools and the planning of new services. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. 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.

ENQUIRIES: Mr Godlo 040 608 4200

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INTERNAL AUDITOR: STATUTORY AUDIT (4 POSTS)
REF NO: DOE014/02/2025
CHIEF DIRECTOR: INTERNAL AUDIT
DIRECTORATE: STATUTORY AUDIT
SALARY: R 376 417 – R 443 403 PER ANNUM (LEVEL 08)
CENTRE: ZWELITSHA HEAD OFFICE – HEAD OFFICE

REQUIREMENTS: Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ B Com Information Systems, Valid driver's license. Two (2) years' functional experience in auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework,

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Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, framework and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, Driving and Teammate.

DUTIES: Assessing and evaluating the adequacy and effectiveness of the controls, procedures and processes, assist with the development of system description and audit program. Performing of the audit field work in terms of audit program. Drafting of audit reports. Obtain preliminary management comments. Communicate findings to the senior management, delivering audit outputs including final reports within agreed timelines and in accordance with internal audit standards. Evaluate auditees response and perform follow-up audits. Conduct ad-hoc assignments / investigations as and when requested. Take part in preliminary and closing meetings with the auditee. Provide administrative support to the audit committee and assist in ensuring the internal audit report to the audit committee are prepared and available on time.

Enquiries: Mr Baadjies 040 608 4200

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STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND REPORTING

CHIEF DIRECTOR: CLUSTER

DIRECTORATE: AW EDUCATION DISTRICT

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

REF: DOE09/02/2025

CENTRE: AMATHOLE WEST

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

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DUTIES: Prepare and submit accurate IYM to Deputy Director. Request a BAS reports after the month closure. Capture the information and 100% accurately into the IYM template issued by the treasury on monthly basis. Capture the realistic projections as required by PFMA and treasury regulations. Submit completed IYM template and BAS reports to the supervisor two days prior the submission date of 15th of every month. Check and ensure that IYM soft copy is submitted to Cluster Office on or before the 15th of every month. Records and file properly all signed IYM's by accounting officer include the emails which serves as confirmation. Perform reconciliations for internally funded projects. Perform reconciliation between BAS, invoices and standard charts of accounts are performed to detect misallocation. Prepare IYM using expenditure per month report to report spending to Cluster and Head Office. Monitor expenditure, accruals and commitments against budget allocated using expenditure control commitment report. Report expenditure to unit by holding budget monitoring sessions monthly.

ENQUIRIES: Mr. Ncapayi 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

**HUMAN RESOURCE OFFICER: HUMAN RESOURCE PLANNING
CHIEF DIRECTORATE: CLUSTER**

DIRECTORATE: JG EDUCATION DISTRICT

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

REF: DOE10/02/2025

CENTRE: JOE GQABI

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

DUTIES: Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and

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policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services.

ENQUIRIES: Ms. Madonsela 040 608 4200

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

**ADMIN OFFICER: EXAM & ASSESMENT
CHIEF DIRECTORATE: CLUSTER
DIRECTORATE: SB EDUCATION DISTRICT
SALARY: R 308 154 – R 362 994 per annum (Level 07)
REF: DOE11/02/2025
CENTRE: SARAH BAARTMAN**

REQUIREMENTS: An NQF Level 6 Degree as recognized by SAQA, in Public Administration / Management / Business Management as recognised by SAQA. 3–5 years' relevant experience in administration. A valid driver's license is essential.

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 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.

ENQUIRIES: Mr Helm 040 608 4200

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

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ADMIN OFFICER: ESSS
CHIEF DIRECTORATE: CLUSTER
DIRECTORATE: AE EDUCATION DISTRICT
SALARY: R 308 154 – R 362 994 per annum (Level 07)
REF NO: DOE12/02/2025
CENTRE: AMATHOLE EAST

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6/ 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.

ENQUIRIES: Ms. Tolom (047 401 4232)

For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

ADMIN OFFICER: EMIS YOUTH & SPECIAL PROGRAMME
CHIEF DIRECTORATE: CLUSTER
DIRECTORATE: JG EDUCATION DISTRICT
SALARY: R 308 154 – R 362 994 per annum (Level 07)
REF NO: DOE13/02/2025
CENTRE: JOE-GQABI

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills,

Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.

ENQUIRIES: Mr TJZ Mtyida 040 608 4200

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

ADMIN OFFICER: CIRCUIT MANAGEMENT (02 POSTS)

CHIEF DIRECTORATE: CLUSTER

DIRECTORATE: EDUCATION DISTRICT

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

CENTRE: JOE-GQABI, REF: DOE14/02/2025

ST TOMAS SPECIAL SCHOOL (BCM CIRCUIT 2), REF: DOE15/02/205

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6/ 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.

ENQUIRIES: Mr R Tywakadi

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

HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION
CHIEF DIRECTOR: DISTRICT EDUCATION
DIRECTOR: AW EDUCATION DISTRICT
REF: DOE16/02/2025
SALARY: R 308 154 – R 362 994 per annum (Level 07)
CENTRE: AMATHOLE WEST

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

DUTIES: The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist to provide employee appointment administration services. Assist to provide employee and post establishment reconciliation services.

ENQUIRIES: Ms. BM Madonsela 040 608 4228

For e-Recruitment Enquiries, Email: erecruitment@ecdodoe.gov.za

EMPLOYEE WELLNESS OFFICER: EMPLOYEE WELLNESS
CHIEF DIRECTOR: CLUSTER
DIRECTOR: ANE EDUCATION DISTRICT
SALARY: R 308 154 – R 362 994 per annum (Level 07)
REF: DOE17/02/2025
CENTRE: ALFRED NZO EAST

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Labour Relation/ Public Management/ Administration as recognised by SAQA. A minimum of 3 years relevant experience. Computer Literacy. A good knowledge and understanding of legal framework governing Labour Relations. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

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DUTIES: Assist to provide and implement employee wellness programs in the district. Assist to oversee the implementation of occupational health and safety measures in the district. Assist to provide HIV/AIDS/ TB prevention coordination services in the district. Assist to coordinate provisioning of employee counselling services.

ENQUIRIES: Ms. BM Madonsela 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: BCM EDUCATION DISTRICT
REF NO: DOE28/02/2025
SALARY: R 308 154 – R 362 994 per annum (Level 07)
CENTRE: BUFFALO CITY METRO

REQUIREMENTS: Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution • A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.

DUTIES: Coordinate and advise on the procurement of goods and services. Coordinate and advise on the process of drafting specifications/terms of references and special conditions of contract. Coordinate and execute the quotation and bidding processes, including advertising on open market; receive, evaluate and adjudicate the responses received. Assist in the compilation of annual procurement plan and reporting thereof on a quarterly basis. Ensure prevention of fraud and abuse of the SCM system interventions. Provide support in attending to audit queries within timeframe of Internal and External Audit. Coordinate, review and execute the bidding process, including, but not limited to providing secretarial services to the Bid Committees, compiling bid documents, publishing tender invitations and receiving and opening bid documents. Monitor, analyse and determine actions to ensure compliance with contract management. Report on supply chain management information to internal and external stakeholders. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain

ENQUIRIES: Mr. Mabece 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

ADMIN OFFICER: FACILITIES MANAGEMENT
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: CHW EDUCATION DISTRICT
REF NO: DOE29/02/2024
SALARY: R 308 154 – R 362 994 per annum (Level 07)
CENTRE: CHRIS HANI WEST

REQUIREMENTS: Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution • A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.

DUTIES: Provide office support services. Provide housekeeping (cleaning) services. Provide office space management services. Coordinate the provisioning of office accommodation and other services. Provide office maintenance services. Report on supply chain management information to internal and external stakeholders. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain. Management of resources within the unit.

ENQUIRIES: Mr. Godlo 040 608 4200

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

WORKS INSPECTOR: SCM
CHIEF DIRECTOR: DISTRICT EDUCATION
DIRECTORATE: AW EDUCATION DISTRICT
REF: DOE18/02/2025
SALARY: R 255 450 – R 300 912 per annum (Level 06)
CENTRE: AMATHOLE WEST

REQUIREMENTS: Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N3 and a passed trade test in built environment. A valid driver's license. Essential Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.

DUTIES: Render a basic inspection service of work done on minor new and existing structures on project a basis; Analyse and compile relevant documentation for work to be done on minor new-and existing structures; Oversee the work of contractors.

ENQUIRIES: Mr. Ncapayi 040 608 4200

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

SECRETARY: EDUCATION DISTRICT DIRECTOR OFFICE
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: SB EDUCATION DISTRICT OFFICE
REF NO: DOE19/02/2025
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: SARAH BAARTMAN,

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

DUTIES: Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides a clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. Processes the travel and subsistence claims for unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register sand telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES: Miss Madonsela 040 608 4200

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

SCM CLERK: ASSET AND STORES MANAGEMENT
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: ORTC EDUCATION DISTRICT
REF NO: DOE20/02/2025
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: OR TAMBO COASTAL

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

DUTIES: Implement assets and disposal policies, procedure and delegations. Plan and administer the acquisition and optimal utilisation of movable assets and liaising thereof. Maintain and reconcile the district moveable assets register, including internal transfers. Implement loss and damage prevention and other control strategies. Administer disposal management practices. Provide district inventory and store management services.

ENQUIRIES: Ms Silolo 040 608 4200

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

SCM CLERK: AUXILLIARY SERVICES
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: AE EDUCATION DISTRICT
REF NO: DOE21/02/2025
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: AMATHOLE WEST

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence, Receive all mail. Sort, register and dispatch

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mail. Distribute notices on registry issues. Render an effective filing and record management service, Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES: Ms Silolo 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: AW EDUCATION DISTRICT
REF: DOE22/02/2025
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: AMATHOLE WEST

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

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

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

ENQUIRIES: Ms BM Madonsela 040 608 4200

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

ADMINISTRATION CLERK: CMC
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: EDUCATION DISTRICT
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: PORT ST JOHNS CMC, REF: DOE23/02/2025
NGQAMAKWE CMC, REF: DOE24/02/2025
ELLIOTDALE CMC, REF: DOE25/02/2025

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

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

ENQUIRIES: Ms Silolo 040 608 4200

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

ADMINISTRATION CLERK: CIRCUIT OFFICE
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: EDUCATION DISTRICT
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: ALFRED NZO EAST, REF: DOE025/02/2025
JOE GQABI, LAHLANGUBO CIRCUIT3, REF: DOE26/02/2025
ST JOHNS ROAD JUNIOR SSS, BCM CIRCUIT 13, REF: 27DOE41/02/2025
DE VOS MALAN, BCM CIRCUIT 3, REF: DOE28/02/2025

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

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

ENQUIRIES: Ms BM Madonsela 040 608 4200

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



ADMINISTRATION CLERK: EXAMINATION
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: AE EDUCATION DISTRICT
REF: DOE29/02/2025
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: AMATHOLE EAST

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

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

ENQUIRIES: Mrs Tolom 040 608 4200

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

ADMINISTRATION CLERK: TEACHER DEVELOPMENT
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: EDUCATION DISTRICT
SALARY: R 216 417 – R 242 928 per annum (Level 05)
CENTRE: AMATHOLE EAST REF: DOE30/02/2025
: ALFRED NZO EAST REFF: 46/02/2025

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English

language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

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

ENQUIRIES: Mrs Tolom 040 608 4200

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

ADMINISTRATION CLERK: SCHOOL HEALTH
CHIEF DIRECTORATE: DISTRICT EDUCATION
DIRECTORATE: CHE EDUCATION DISTRICT

REF: DOE31/02/2025

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

CENTRE: CHRIS HANI EAST

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

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the

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component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Mr Mnqanqeni 047-5481097 / 99

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

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

ENQUIRIES: Mrs Tolom 040 608 4200

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

DoE APPLICATIONS ARE SUBMITTED ONLY VIA:

The provincial e-Recruitment System available at: <https://ecprov.gov.za> (under careers) and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date.

To report any challenges pertaining e-Recruitment System, send an email with:

(i) your ID Number, (ii) your profile e-Mail Address and (iii) the details of the issue to: erecruitment@ecdoe.gov.za. Do not submit any CVs to this email address, should

you do so, your application will be regarded as lost and will not be considered.
Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri).


DIRECTOR: HRA
MS. BM MADONSELA

17/03/2025
DATE

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