



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

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

The EC Department of Education would like to amend the following positions that were advertised on the Departmental website, Departmental Advert 03 of 2025, published on 28 March 2025.

1. Amend the name of the school for the following position

SCHOOL ADMINISTRATION CLERK

SALARY NOTCH: R 216 417 - R 254 928 per annum (Salary level 05)

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Nkanjani PS	Alfred Nzo West	01	DOE-SC04/03/2025

The name of the school is amended as follows

SCHOOL ADMINISTRATION CLERK

SALARY NOTCH: R 216 417 – R 254 928 per annum (Salary level 05)

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Nkanji PS	Alfred Nzo West	01	DOE-SC04/03/2025

2. Add the following omitted positions

SCHOOL ADMINISTRATION CLERK

SALARY NOTCH: R 216 417 - R 254 928 per annum (Salary level 05)

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Upper Lahlangubo PS	Chris Hani West	01	DOE-SC105/03/2025
Thembelihle PS	Chris Hani West	01	DOE-SC106/03/2025
Inyathi High School	Chris Hani West	01	DOE-SC107/03/2025
Solomon Akena PS	Chris Hani West	01	DOE-SC108/03/2025

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 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.

3. Amend the number of positions and salary level for the following school

SENIOR HOUSEKEEPING SUPERVISORS

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

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Hoer Landbouskool Marlow	Chris Hani West	04	DOE-HS53/03/2025

REQUIREMENTS: A grade 9 or school leaving certificate and testimonial from principal. 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 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. 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.

The number of positions and salary level of the school is amended as following

SENIOR HOUSEKEEPING SUPERVISORS

SALARY NOTCH: R 183 279 - R 215 892 per annum (Salary level 04)

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Hoer Landbouskool Marlow	Chris Hani West	01	DOE- HS53/03/2025

4. Amend the number of positions for the following school

FOOD SERVICE AID

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

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Molteno HS	Chris Hani West	3	DOE-FA83/03/2025

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.

The number of positions for the school is amended as following

FOOD SERVICE AID

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

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO
Molteno HS	Chris Hani West	01	DOE-FA83/03/2025

CLOSING DATE: 25 April 2025

NB: PLEASE NOTE THAT FIRST PREFERENCE WILL BE GIVEN TO FORMER LEARNERS OF SPECIAL SCHOOLS WITH THEIR SCHOOL LEAVING QUALIFICATIONS.

DIRECTION TO APPLICANTS: 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]:

Alfred Nzo East District Director Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800	Alfred Nzo West District Director Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	Amathole East District Director Tel: 047-4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960
Amathole West District Director Tel: 046- 6451179 Address: P/B X 2041 Fort Beaufort 5720	Buffalo City Metro: District Director Tel: 043-7086229 Address: P/B X 9007 E.L 5200	Chris Hani East District Director Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050
Chris Hani West District Director Tel: 045 – 8588900 Address: P/B X 7053 Queenstown 5320	Joe Gqabi District Director Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762	Nelson Mandela Bay District Director Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056

OR Tambo Inland District Director Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100	OR Tambo Coastal District Director Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820	Sarah Baartman District Director Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280
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The inconvenience that has been caused is highly regrettable.

Yours in Quality Education


**MS. BM MADONSELA
DIRECTOR: HRA**

09/04/2025
DATE