

DEPARTMENT OF EDUCATION

- POST** : **CHIEF ENGINEER CIVIL/STRUCTURAL (INFRASTRUCTURE PLANNING) (REF: DOE 01/10/18)**
- SALARY NOTCH CENTRE** : **R 991,281 Per Annum (12 OSD) Grade A
Head Office – Zwelitsha**
- REQUIREMENTS** : A university degree in Engineering. Registration with ECSA as a Professional Civil/Structural Engineer. Valid driver's license. Computer literacy. Minimum of Six Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Technical Competence requirements as per OSD requirements issued by DPSA
- DUTIES** : Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of planning and Maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.
- POST** : **CHIEF ELECTRICAL OR MECHANICAL ENGINEER: INFRASTRUCTURE PLANNING (REF: DOE 02/10/18)**
- SALARY NOTCH CENTRE** : **R 991,281 Per Annum (12 OSD) Grade A
Head Office – Zwelitsha**
- REQUIREMENTS** : A university degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical or Mechanical Engineer. Valid driver's license. Computer literacy. Minimum of Six Years' experience post qualification. Knowledge of PFMA/Treasury



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Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Technical Competence requirements as per OSD requirements issued by DPSA.

- DUTIES** : Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electrical/mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation [construction] and commissioning of electrical/mechanical engineering installations and maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.
- POST** : **ASSISTANT DIRECTOR: CONDITIONAL GRANT**
ADMINISTRATION UNIT: CONDITIONAL GRANT
(REF: DOE 03/10/18)
- SALARY NOTCH** : **R356,289 Per Annum**
- SALARY LEVEL** : **9**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : National Diploma or NQF level 6 as recognized by SAQA. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level. Knowledge of School Management. Sills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organizing, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language. Driver's license.
- DUTIES** : Verify conditional grants. Check the bank details against those on BAS Entity data. Pre-authorize conditional grants. Verify budget interface codes. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations. Contribute to the review of the CFO branch policies, standard operating procedures. Monitor and verify the reconciliation process of conditional grants. Identify and mitigate potential risks and update the branch risk register. Monitor leave management. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to conditional grants. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Provide the necessary guidance and support to employees within the unit. Manage daily performance of employees. Timeous submission of employee information of Performance



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Management Development System (PMDS). Ensure safe keeping of assets allocated to units.

POST : **ASSISTANT DIRECTOR: PAYMENT SERVICES UNIT:
FINANCIAL MANAGEMENT (REF: DOE 04/10/18)**

SALARY NOTCH : **R 356,289 Per Annum**

SALARY LEVEL : **9**

CENTRE : **Nelson Mandela Bay**

REQUIREMENTS: A Bachelor's Degree or National Diploma (NQF level 6) in Accounting/ Financial Management; 5 years financial management experience of which 3 years should be at supervisory level; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System), Logis (Logic integrated system) and Persal; A valid driver's license. Skills and Competencies: Communication skills; Computer literacy (Ms Word, Ms Excel & PowerPoint); Sound report writing; Ability to work under pressure; Analytical and problem-solving skills.

DUTIES : Manage Sundry and Creditor payments. Ensure the correct and timeous payment of Suppliers. Conduct Creditor's reconciliations, Management of reporting including Accruals, 30 days reports (IYM) etc. Authorization of BAS/LOGIS and PERSAL Payments. Management of the Payroll, Allowances Payable and Subsistence and Travel claims units. Understand Internal Financial inspections and Audits regarding Financial Accounting Systems, Receive and process Audit queries and implement corrective measures. Implementation of Internal control measures; Ensure Document and Records management; Manage and control subordinates. Provide effective people management.

POST : **ASSISTANT DIRECTOR: FINANCIAL CONTROL UNIT:
FINANCIAL MANAGEMENT (REF: DOE 05/10/18)**

SALARY NOTCH : **R 356,289 PER ANNUM**

SALARY LEVEL : **9**

CENTRE : **JOE GWABI**

REQUIREMENTS : National Diploma or NQF level 6 in Accounting/Financial Management. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level in Salary Deductions and Payments in the public sector. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid Driver's License. Competencies: Persal. BAS. Financial Management. People Management and Empowerment. Change Management. Service Delivery Innovation. Client orientation and customer focus. Problem solving and analysis skills. Communication skills. Presentation skills. PFMA. Treasury Regulations. Departmental policies and procedures. Performance reporting.

DUTIES : Supervise and monitor the timely processing of salary deductions, payments and leave gratuities at Head Office and all Districts. Provide monthly expenditure reports. Clear salary related suspense accounts. Ensure compliance with the Provincial Cash Management Framework. Document Management. Liaise with Provincial Treasury and 3rd parties. Monitor



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implementation of policies. Provide inputs for the compilation of Interim and Annual Financial Statements. Ensure effective and efficient implementation of internal controls to mitigate risks. Provide general managerial functions and supervision. Attend to internal and external audit queries.

- POST** : **ASSISTANT DIRECTOR: GENERAL PAYMENTS AND CREDITORS RECONCILIATION UNIT: CONDITIONAL GRANT (REF: DOE 06/10/18)**
- SALARY NOTCH** : **R 356,289 Per Annum**
- SALARY LEVEL** : **9**
- CENTRE** : **HEAD OFFICE – ZWELITSHA**
- REQUIREMENTS** : National Diploma or NQF level 6 as recognized by SAQA. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level. Knowledge of School Management. Sills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organizing, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language. Driver's license.
- DUTIES** : Supervise and delegate creditor payment functions. Verify creditor payments. Check the bank details against those on BAS Entity data. Pre-Authorize creditor payments. Verify budget interface codes. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations. Contribute to the review of the CFO branch policies, standard operating procedures. Monitor and verify the reconciliation process of creditor payments. Identify and mitigate potential risks and update the branch risk register. Monitor leave management. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to conditional grants. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Provide the necessary guidance and support to employees within the unit. Manage daily performance of employees. Timeous submission of employee information of Performance Management Development System (PMDS). Ensure safe keeping of assets allocated to units.
- POST** : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION UNIT: INFRASTRUCTURE PLANNING (REF: DOE 07/10/18)**
- SALARY NOTCH** : **R356,289 PER ANNUM**
- SALARY LEVEL** : **9**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : Relevant National Diploma in Real Estate or Property Management. Valid driver's license. Computer literacy. Minimum of Three Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.
- DUTIES** : Collect updated information for immovable assets in line with the



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requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalized. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities.

POST	:	STATE ACCOUNTANT (3 POSTS) UNIT: GENERAL PAYMENTS AND CREDITORS RECONCILIATION (REF: DOE 08/10/18)
SALARY NOTCH	:	R242,475 PER ANNUM
SALARY LEVEL	:	7
CENTRE	:	HEAD OFFICE - ZWELITSHA
REQUIREMENTS	:	National Diploma (NQF level 6) plus at least 1-2 years relevant experience. Knowledge of School Management. 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. Good communication skills (written and verbal skills) and a good command of English language.
DUTIES	:	Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget SCoA items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation

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and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

- POST** : **PRINCIPAL PERSONNEL OFFICER: LEAVE MANAGEMENT & PERSAL RECON (REF: DOE 09/10/18)**
- SALARY NOTCH** : **R 242,475 PER ANNUM**
- SALARY LEVEL** : **07**
- CENTRE** : **HEAD OFFICE-ZWELITSHA**
- REQUIREMENTS** : National Diploma (NQF level 6) plus at least 1-2 years relevant experience. Matric with six years' experience. in HR field. Good written and verbal communication skills Computer literacy. A very good understanding of Public Service Regulations, Public Service Act, PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration. Must have a valid driver's license.
- DUTIES** : Practical working knowledge of PERSAL with Introduction to Persal certificate attached is a prerequisite Planning and organizing skills and communication skills. Ensure that the suspense file on the Persal system is cleared within specific time. Ensure the implementation and maintenance of effective monitoring tools and control measures. Ensure prioritized training of staff. Ability to work under pressure. Management of leave. Ensure that leave gratuities are paid on time. Supervise subordinates and qualify assure their work. Management of PILIR monthly reports and liaise with Health Risk Management.
- POST** : **ADMIN OFFICER (2 POSTS) UNIT: STRATEGIC PLANNING REF: DOE 10/10/18**
- SALARY NOTCH** : **R 242,475 Per Annum**
- SALARY LEVEL** : **07**
- CENTRE** : **HEAD OFFICE – ZWELITSHA**
- REQUIREMENTS** : National Diploma (NQF level 6) (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment and 1 year at supervisory level. An NQF 7 qualification will serve as an advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Public Service Act and Regulations. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills,
- DUTIES** : The successful candidate will be responsible for rendering an effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans



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for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures

- POST** : **ADMIN OFFICER (5 POSTS) UNIT: EXAMINATIONS AND ASSESSMENTS (REF: DOE 11/10/18)**
- SALARY NOTCH** : **R242,475 Per Annum**
- SALARY LEVEL** : **07**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : National Diploma (NQF level 6) plus at least 1-2 years relevant experience. A maximum of 3- 5 years in the administration work environment. Supervisory experience. Proven working 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, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills.
- DUTIES** : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.

RE-ADVERTISEMENT (APPLICANTS WHO PREVIOUSLY APPLIED SHOULD APPLY AGAIN)

- POST** : **ICT TECHNICIAN - INFORMATION TECHNOLOGY (6 POSTS) (REF: DOE 13/10/18)**
- SALARY NOTCH** : **R 242,475 PER ANNUM**
- SALARY LEVEL** : **07**
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** : A recognized three-year degree/diploma or NQF level 6 relevant qualification in Information Technology/Systems. Minimum of three years' experience in the Information Technology/Systems environment. Driver's License a pre-requisite.



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DUTIES : To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System

POST : **WORKS INSPECTOR**
SALARY NOTCH : **R196,407 Per Annum**
SALARY LEVEL : **06**
CENTRE : **Amathole West (2 POSTS) REF: DOE 14/10/18**
Alfred Nzo West (1 POST) REF: DOE 15/10/18

REQUIREMENTS : National Diploma in Building. Valid Driver's license. Computer literacy. One years' experience post qualification. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998.

DUTIE : Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. Participate in annual evaluations on completed maintenance projects. Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans. Assist to orientate users in terms of the optimal usage of Facilities. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. Assist to train Schools on the preparation of disaster



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management plans. Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist Schools to develop maintenance plans and budgets. Validate quality of school maintenance plans. Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.

POST : **HR CLERKS: PERSAL RESTORATION AND CAPPED LEAVE
AUDIT X 8 (ONE YEAR CONTRACT) (REF: DOE 16/10/18)**
SALARY RANGE : **R163 563.00 PER ANNUM**
LEVEL : **05**
CENTRE : **East London**

REQUIREMENTS : Grade 12 or equivalent with 3 – 5 years' experience Human resource administration work required. Must be computer literate. Experience in working on PERSAL. Knowledge and understanding of records management and archives policies, procedures and regulations. Knowledge and understanding of leave management. A valid driver's license. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail.

DUTIES : Calculating and auditing of capped leave credits; Identification of problem cases and escalation to relevant officials; Maintaining an electronic and physical registry; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records:

POST : **ADMINISTRATION CLERKS (59 POSTS)**
SALARY RANGE : **R 163 563.00 PER ANNUM**
SALARY LEVEL : **05**
CENTRE : **VARIOUS SCHOOL IN PROVINCE**

LOCATION	SCHOOL NAME	REFERENCE NO	NO OF POST
Engcobo	Magopeni Junior Secondary School	Ref: DOE 17/10/18	1
Mqanduli	Ncekana Primary School	Ref: DOE 18/10/18	1
Uitenhage	Mngcunube Primary School	Ref: DOE 19/10/18	1
Ezibeleni	Mkonjana Junior Secondary School	Ref: DOE 20/10/18	1
Flagstaff	Pakamani Junior Secondary School	Ref: DOE 21/10/18	1
Cofimvaba	Nonibe Junior Secondary School	Ref: DOE 22/10/18	1
Elliotdale	Xora Mouth Junior Secondary School	Ref: DOE 23/10/18	1
Zwelitsha	Hector Petersen High School	Ref: DOE 24/10/18	1
Mount Frere	Mfazwe Comprehensive Technical High School	Ref: DOE 25/10/18	1
Umtata	Konqeni Junior Secondary School	Ref: DOE 26/10/18	1
Mdantsane	Phumelelani Senior Primary School	Ref: DOE 26/10/18	1
Port Elizabeth	Bayview Primary School	Ref: DOE 28/10/18	1
Hankey	Chigwell Primary School	Ref: DOE 29/10/18	1
Libode	Mngazi Junior Secondary School	Ref: DOE 30/10/18	1
Mdantsane	Nqonqweni Primary School	Ref: DOE 31/10/18	1
Umtata	Zamukulungisa Senior Secondary School	Ref: DOE 32/10/18	1

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Flagstaff	Esigodlweni Junior Secondary School	Ref: DOE 33/10/18	1
Umtata	Mputi Primary School	Ref: DOE 34/10/18	1
Umtata	Tyalara Junior Secondary School	Ref: DOE 35/10/18	1
Peddie	Emfundweni Senior Secondary School	Ref: DOE 36/10/18	1
Mount Fletcher	Ikaheng Primary School	Ref: DOE 37/10/18	1
Kentane	Krazukile High School	Ref: DOE 38/10/18	1
Willowvale	Nondwe Senior Secondary School	Ref: DOE 39/10/18	1
Albert	Burgersdorp Junior Secondary School	Ref: DOE 40/10/18	1
Port Elizabeth	Cillie High School	Ref: DOE 41/10/18	1
Port Elizabeth	Morewag Primary School	Ref: DOE 42/10/18	1
Joubertina	Louterwater Junior Secondary School	Ref: DOE 43/10/18	1
Engcobo	Cefane Junior Primary School	Ref: DOE 44/10/18	1
Cofimvaba	Nkululeko Junior Secondary School	Ref: DOE 45/10/18	1
Mdantsane	Vulindlela Technical Centre	Ref: DOE 46/10/18	1
Queenstown	Nkosemntu Motman Senior Secondary School	Ref: DOE 47/10/18	1
Umtata	Mziwodumo Primary School	Ref: DOE 48/10/18	1
Port Elizabeth	Otto Du Plessis Senior Secondary School	Ref: DOE 49/10/18	1
Hewu	Engqobokeni Primary School	Ref: DOE 50/10/18	1
Elliotdale	Kasa Junior Secondary School	Ref: DOE 51/10/18	1
Engcobo	Nyanga Senior Secondary School	Ref: DOE 52/10/18	1
Albany	D D Siwisa Primary School	Ref: DOE 53/10/18	1
Queenstown	John Noah High School	Ref: DOE 54/10/18	1
Komgha	Komga Junior Primary School	Ref: DOE 55/10/18	1
Graaff-Reinet	Nqweba Secondary School	Ref: DOE 56/10/18	1
Port Elizabeth	Victoria Park Grey Primary School	Ref: DOE 57/10/18	1
Kentane	Macibe Primary School	Ref: DOE 58/10/18	1
Tsolo	Mpoza Junior Secondary School	Ref: DOE 59/10/18	1
Umtata	Kwa-Payne Junior Secondary School	Ref: DOE 60/10/18	1
Bisho	Masivuke Junior Primary School	Ref: DOE 61/10/18	1
Port Elizabeth	Df Malherbe High School	Ref: DOE 62/10/18	1
Port Elizabeth	Elumanyanweni Public School	Ref: DOE 63/10/18	1
Port Elizabeth	Framesby High School	Ref: DOE 64/10/18	1
Port Elizabeth	Westering Primary School	Ref: DOE 65/10/18	1
Cofimvaba	Isikhoba Junior Secondary School	Ref: DOE 66/10/18	1
Butterworth	Langalethu Junior Secondary School	Ref: DOE 67/10/18	1
Maluti	Tembelitsha Junior Secondary School	Ref: DOE 68/10/18	1
Kentani	Gobe Commercial High School	Ref: DOE 69/10/18	1
Nggeleni	Moyake Junior Secondary School	Ref: DOE 70/10/18	1
Butterworth	Ndabankulu Senior Secondary School	Ref: DOE 71/10/18	1
Maluti	Polokong Junior Secondary School	Ref: DOE 72/10/18	1
East-Londen	Mzamowethu Public School	Ref: DOE 73/10/18	1
Port Elizabeth	Ethembeni Enrichment Centre	Ref: DOE 74/10/18	1
Uitenhage	Makukhanye Primary School	Ref: DOE 75/10/18	1
TOTAL			59

REQUIREMENTS : Gr 12/ NQF level 4 with no experience. Computer literacy. Knowledge of Basic Conditions of Employment Act. Good customer care. An understanding of Public Service Principles. Good communication skills (written and verbal skills) and a good command of English language.

KPA's: Responsible for assisting unit with administrative duties. Office resource and asset management in the sub-directorates. Implementation of good office service standards within the sub-directorates. Sort and distribute incoming mail to areas and staff within the sub-directorate, and dispatch outgoing mail and correspondence. Perform general administration and support services including typing, filing and reception. Perform



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administrative tasks required by the head of the office. Responsible for record keeping. Performing procurement for the unit of goods and services. Keeping of financial and other office records. Taking of minutes. Deal with the collection, duplication and distribution of information and documents filing and answering of telephones. Assist in the planning and arranging meetings, traveling and catering for meetings and workshops. Render photocopying and faxing service. Distribution of correspondence.

- POST** : **SENIOR HOUSEKEEPING SUPERVISOR**
- SALARY RANGE** : **R 136,800 PER ANNUM (LEVEL 04)**
- CENTRES** : **OR TAMBO INLAND- IKEWZI LOKUSA SPECIAL SCHOOL (REF: DOE 79/10/18) (2 POSTS)**
OR TAMBO COASTAL-SIGCAU SPECIAL SCHOOL (REF: DOE 80/10/18) (2 POSTS)
BUFFALO CITY-BAYSVILLE SPECIAL SCHOOL (REF: DOE 81/10/18) (2 POSTS)
CHRIS HANI WEST; MIDDELBURG HIGH SCHOOL (REF: DOE 76/10/18) (1 POST) AND MIDDELAND SECONDARY SCHOOL REF: DOE 78/10/18 (1 POST)
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Housekeeping. Supervisory experience. Good Customer Care. Ability to learn. Willingness to work with learners. An understanding of Public Service Principles. Good communication skills (written and verbal skills) and a good command of English language.
- DUTIES** : Supervise and quality assure the work of subordinates. Has a responsibility to take care of learners after school and at night. Assist young learners with feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Supply and sort out clean linen and clothes to learners. Observe children all time and take care of them when sick. Marking of all children's clothes. Promote welfare of learners.

- POST** : **FARM FOREMAN**
- SALARY RANGE** : **R136,800 PER ANNUM**
- SALARY LEVEL** : **04**
- CENTRE** : **CRADOCK - MARLOW HOËR LANDBOUSKOOL (REF: DOE 82/10/18)**
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills. Sound knowledge of farm maintenance. Ability to supervise and guide subordinates. Willingness to work with learners and staff members.
- DUTIES** : Execute routine activities in respect of crop production which would inter alia includes the following: -Irrigation of crops, Soil cultivation and preparation e.g. Cleaning, houghing, etc. Apply chemical crop protection eg,



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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 eg, cleaning, oiling, sharpening etc. Firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/off-loading. 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

POST : **DRIVERS**
SALARY RANGE : **R107 886 Per Annum**
SANET LEVEL : **03**
CENTRE :

Various Centres
Joe Gwabi- Antos Special School
REF: DOE 83/10/18 (1 POST)
Buffalo City-Amasango Career School
REF: DOE 84/10/18 (1 POST)
Buffalo City-Arcadia Special School
REF: DOE 85/10/18 (1 POST)
Nelson Mandela Bay- Happydale Special School
REF: DOE 86/10/18 (1 POST)
OR Tambo Inland-Ikewzi Lokusa Special School
REF: DOE 87/10/18 (1 POST)
Nelson Mandela Bay-Kanyisa Special School
REF: DOE 88/10/18 (1 POST)
Chris Hani East-Khanyisa Special School
REF: DOE 89/10/18 (1 POST)
Nelson Mandela Bay-Merryvale Special School
REF: DOE 90/10/18 (2 POSTS)

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. 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. Promote welfare of learners. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners) and staff. An understanding of Public Service principles. Proper driving skills. Understanding Batho Pele.

DUTIES : Collect and distribute disabled learners to and from their homes, hospital, clinic and town when necessary. Transport disabled learners, staff and school deliveries and all other school related activities as directed by the principal. Transport and render physical assistance to learners when necessary. Maintain and complete log-book daily before and after each trip.

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Keep petrol slips after each trip and sign. Submit Log Book and petrol slips to the SMT at the end of each month. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. Report any damages to the vehicles. Promote and uphold the rights of children. Purchasing and control of cleaning material. See to it that all school vehicles are packed in the garages of the school at the end of each day. Will be required to work shifts.

POST : **SECURITY OFFICERS**
SALARY RANGE : **R107 886 Per Annum (Level 03)**
CENTRES : **Kentane- Ponana Lubisi Junior Secondary School**
REF: DOE 91/10/18) (1 Post)
Hewu-Funda High School
(REF: DOE 92/10/18 (1 POST)
East-Londen-Masakhe Primary School
(REF: DOE 93/10/18) (1 POST)
Libode-Coza Junior Secondary School
(REF: DOE 94/10/18) (1 POST)
Mount Ayliff-Brooksnek Senior Secondary School
(REF: DOE 95/10/18) (1 POST)
Elliotdale-Elliotdale Technical Senior Secondary
SCHOOL (REF: DOE 96/10/18) (1 POST)
Mqanduli-Dalibaso Senior Secondary School
(REF: DOE 97/10/18) (1 POST)
Albany-Khutliso Daniels Secondary School
(REF: DOE 98/10/18) (1 POST)
Bizana-Vulindlela Comprehensive Technical High School
(REF: DOE 99/10/18) (1 POST)
Kentane-Zalu Junior Secondary School
(REF: DOE 100/10/18) (1 POST)

REQUIREMENTS : Basic Security officers' 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 in the premises where necessary. Ensure that facilities, premises vehicles 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



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unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).

POST : **FOOD SERVICE AIDES**
SALARY RANGE : **R 90 234 Per Annum**
SALARY LEVEL : **02**
CENTRES : **Ezibeleni-Ntsonkotha Senior Secondary (REF: DOE 101/10/18) (1 POST)**
Graaff-Reinet-Volkskool Primary School- (REF: DOE 102/10/18) (1 POST)
Ngqamakwe-Blythswood High School – (REF: DOE 103/10/18) (1 POST)
Aliwal North-Aliwal North High School (REF: DOE 104/10/18) (1 POST)

REQUIREMENTS : A minimum of Grade 8/STD 6. Must be able to communicate. Sound knowledge of food preparation. Willingness to work with learners and staff members.

DUTIES : Draw up menu under the guidance of the School Management Team. Preparing of food (peeling of vegetables). See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs. Cooking all meals for children. Dishing out food for the learners. Ensure hygienic handling of food. Supervise and assist learners during feeding. Good communication skills and Good Customer Care. Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and packing. Ensure safe custody of cooking equipment, food staff and eating utensils. Conduct and keep record of all stock taking for all cooking equipment and eating utensils. Prevent waste of food and unnecessary wastage of water. Report any problems occurring in the kitchen. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children

POST : **TEACHER AIDES**
SALARY RANGE : **R 90 234 PER ANNUM**
SALARY LEVEL : **02**
CENTRES : **Buffalo City-Vukuhambe Special School (REF: DOE 105/10/18) (1 POST)**
Alfred Nzo East-Vukunzenzele Special School (REF: DOE 106/10/18) (2 POST)
OR Tambo Inland-Ikwezi Lokuza Special School (REF: DOE 107/10/18) (2 POST)
Nelson Mandela Bay- Lonwabo Special School REF: DOE 108/10/18 (2 POST)
Nelson Mandela Bay-Northern Lights Special School REF: DOE 109/10/18 (1 POST)
OR Tambo Coastal-Sigcau Special School REF: DOE 110/10/18 (1 POST)



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REQUIREMENTS : A minimum of Grade 10/STD 8. Must be able to communicate. An understanding of the special school system. Willingness to work with learners and staff members. Competencies: 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 Batho Pele 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 to therapists during therapeutic interventions. Assist the Therapist within administration and management of learners with barriers to learning. Supervise class activities and observe learner performance during teaching and learning while the therapist render therapy to a group of learners; Work closely with therapist and assist him/her with administrative tasks;
Support learners in small groups to develop perceptual skills (e.g. activities: puzzle construction, sorting, 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, flared 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. Providing additional support to learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comforting 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 Therapy room - tidy (in co-o - operation with learners who have responsibility for the management of their own learning environment). Will be required to work shifts.

POST : **LAUNDRY WORKER (REF: DOE 111/10/18)**
SALARY NOTCH : **R 90 234 PER ANNUM**
SALARY LEVEL : **02**
CENTRE : **CHRIS HANI EAST - NYANGA SENIOR SECONDARY SCHOOL**

Commented [SN1]:

REQUIREMENTS : A minimum of Grade 8/STD. Must be able to communicate. Sound knowledge of laundry procedures. Willingness to work with learners and staff members. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Handle incoming laundry and linen. Check items before washing for damage or stains. Use water and chemicals to remove stains before processing. Sort items according to colour, size and type of fabric. Load items into machines. Add cleaning agents and set controls. Finish items by drying, pressing and folding.

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- POST** : **CARETAKER/GROUNDSMAN**
SALARY NOTCH : **R 90 234 PER ANNUM**
SALARY LEVEL : **02**
- CENTRES** : **Willowvale - Bonde Primary School**
(REF: DOE 112/10/18)
Albany- Kuyasa Combined School
(REF: DOE 113/10/18)
Nggamakwe- Blythswood High School
(REF: DOE 114/10/18)
Sterkspruit- Mehlomakulu Senior Secondary School
(REF: DOE 115/10/18)
- REQUIREMENTS** : ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills. Ability to learn Willingness to work with learners and staff members. Good communication skills (written and verbal skills) and a good command of English language.
- DUTIES** : Moving around the premises identifying broken materials. Giving direction to the visitors on relevant office around the premises. See to it that broken tables and drawers are maintained. Looking for broken windows and report them. Mending broken brooms and look for all assets.
- POST** : **GENERAL WORKERS/CLEANERS (56 POSTS)**
SALARY RANGE : **R 90 234 Per Annum**
SALARY LEVEL : **02**
CENTRES : **Various Special Schools in Province**
- REQUIREMENTS** : Abet with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.
- DUTIES** : Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.



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Location	School Name	Reference No	No of Posts
Ngqamakwe	Toboyi Junior Secondary School	Ref: DOE 116/10/18	1
Middelburg	Karel Theron Primary School	Ref: DOE 117/10/18	1
Zwelitsha	Qongqota Primary School	Ref: DOE 118/10/18	1
Port Elizabeth	Otto Du Plessis Senior Secondary School	Ref: DOE 119/10/18	1
Humansdorp	Paul Sauer High School	Ref: DOE 120/10/18	1
Ezibeleni	Ntsonkotha Senior Secondary School	Ref: DOE 121/10/18	1
Libode	Ncipizeni Junior Secondary School	Ref: DOE 122/10/18	1
Tsolo	Mchatu Primary School	Ref: DOE 123/10/18	1
Sterkspruit	Ngquba Junior Secondary School	Ref: DOE 124/10/18	1
Komgha	Komga Junior Primary School	Ref: DOE 125/10/18	1
Graaff-Reinet	Asherville Public School	Ref: DOE 126/10/18	1
Graaff-Reinet	Volkskool High School	Ref: DOE 127/10/18	1
Albany	Victoria Primary School	Ref: DOE 128/10/18	1
Zwelitsha	Nosizwe High School	Ref: DOE 129/10/18	1
Port Elizabeth	Fernwood Park Primary School	Ref: DOE 130/10/18	1
Joubertina	Mclachlan High School	Ref: DOE 131/10/18	1
Ngqamakwe	Blythwood High School	Ref: DOE 132/10/18	1
Ngqamakwe	Blythwood High School	Ref: DOE 133/10/18	1
Ngqamakwe	Blythwood High School	Ref: DOE 134/10/18	1
Maluti	Mvenyane Senior Secondary School	Ref: DOE 135/10/18	1
Maluti	Mvenyane Senior Secondary School	Ref: DOE 136/10/18	1
Maluti	Mvenyane Senior Secondary School	Ref: DOE 137/10/18	1
Umtata	Mngceleni Primary School	Ref: DOE 138/10/18	1
Mdantsane	Inkwenkwezi High School	Ref: DOE 139/10/18	1
Albany	Nathaniel Nyaluza Senior Secondary School	Ref: DOE 140/10/18	1
Pearston	Pearston Primary School	Ref: DOE 141/10/18	1
Libode	St Patrick's Junior Secondary School	Ref: DOE 142/10/18	1
Mount Frere	Luthambeko Senior Primary School	Ref: DOE 143/10/18	1
Sterkstroom	Sterkstroom School	Ref: DOE 144/10/18	1
Sterkstroom	Sterkstroom School	Ref: DOE 145/10/18	1
Hewu	Amavundle Senior Primary School	Ref: DOE 146/10/18	1
Cradock	Marlow Hoër Landbouskool	Ref: DOE 147/10/18	1
Cradock	Michausdal Secondary School	Ref: DOE 147/10/18	1
Peddie	Emfundweni Senior Secondary School	Ref: DOE 149/10/18	1
Zwelitsha	Tyutyu Primary School	Ref: DOE 150/10/18	1
Port Elizabeth	Abraham Levy Primary School	Ref: DOE 151/10/18	1
Port Elizabeth	Westering High School	Ref: DOE 152/10/18	1
Uitenhage	Sisonke Senior Secondary School	Ref: DOE 153/10/18	1
Umtata	St Johns College	Ref: DOE 154/10/18	1
Umtata	Maweleni Junior Secondary School	Ref: DOE 155/10/18	1
East-Londen	Ebenezer Majombozi High School	Ref: DOE 156/10/18	1
Fort Beaufort	Winterberg Agricultural High School	Ref: DOE 157/10/18	1
King William's Town	Ezikweni Junior Primary School	Ref: DOE 158/10/18	1
Uitenhage	Sikhothina Primary School	Ref: DOE 159/10/18	1
Queenstown	Queen's College Boys Primary School	Ref: DOE 160/10/18	1
Umtata	Vulinkundla Primary School	Ref: DOE 161/10/18	1
King Will's Town	Matthew Goniwe Higher Primary School	Ref: DOE 162/10/18	1
Port Elizabeth	Morningside High School	Ref: DOE 163/10/18	1
Port Elizabeth	St Thomas Secondary School	Ref: DOE 164/10/18	1
Humansdorp	Woodlands Primary School	Ref: DOE 165/10/18	1
Tsomo	Qwili Junior Secondary School	Ref: DOE 166/10/18	1



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Buffalo City	Vukuhambe Special School & Hostel	Ref: DOE 167/10/18	2
Nelson Mandela Bay	Westview Special School & Hostel	Ref: DOE 168/10/18	1
Grahamstown	Amasango Career School & Hostel	Ref: DOE 169/10/18	1
OR Tambo Inland	Ikwezi Lokusa Special School & Hostel	Ref: DOE 170/10/18	2
OR Tambo Coastal	Sigcau Special School & Hostel	Ref: DOE 171/10/18	1
TOTAL			56

- POST** : **DATA CAPTURER – NSNP CONDITIONAL GRANT (1-YEAR RENEWABLE FOR THREE YEARS) (3 POSTS) (REF: DOE 172/10/18)**
- SALARY RANGE** : **R142 461 Per Annum**
- SALARY LEVEL** : **05**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : Grade 12 certificate and experience in administrative environment. Practical experience in MS Office Package e.g. Excel, Word etc. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. A valid Code 8 (EB) Driver's license will be an added advantage. Additional qualification will be an added advantage.
- DUTIES** : Provide administrative support to Project Officers attached to the Small Holder Farmer (SHF) Procurement Pilot including their performance, Deworming and Hand Wash and roll out of In-School Breakfast in Quintiles 1-3 targeted / sponsored schools. Capture documentation for database development for Emerging Farmers processing and information using spread sheet to ensure that the information is captured correctly verified and validated for all Emerging Farmers engaged by the NSNP, Deworming and Hand Wash and the roll out of In-School Breakfast. Validate accuracy and amend where necessary and deal with queries regarding data captured. Identify problems and report to the supervisor and make available the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archiving procedures. Input information on applicable data basis. Prepare and consolidate reports on the performance of Emerging Farmers engaged in the pilot, Deworming and Hand Wash including the roll out of In-School Breakfast in targeted / sponsored schools. Interface with districts on the monthly performance of Emerging Farmers. Filing and logistics for SHF related documents, including all pockets of In-school Breakfast Pilot initiatives. Write and submit reports on monthly basis including any additional support needed by Project Officers.
- POST** : **ADMINISTRATIVE OFFICER/MONITORS- NSNP CONDITIONAL GRANT (54 posts) (REF: DOE 173/10/18) (1-YEAR RENEWABLE CONTRACT FOR THREE YEARS)**
- SALARY NOTCH** : **R242,475 Per Annum**
- SALARY LEVEL** : **7**
- CENTRE** : **Head Office**
- REQUIREMENTS** : An appropriate B Degree or National Diploma or equivalent qualification.



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Three years relevant experience in programme management/ administrative environment. Competency in the application of MS Office/Excel application. Knowledge of financial administration practices as it relates to a support programme. A valid driver's licence.

Competencies: Good communication skills. Computer literacy. Report writing. Ability to analyze narrative and expenditure reports. An understanding of the PFMA and DORA in the context of administering a Conditional Grant. An understanding of the decentralized National Schools Nutrition Programme (NSNP) delivery model. An understanding of the programme monitoring and report processes.

- DUTIES** :
- Conduct in loco visits to schools to monitor, evaluate and report on compliance with the National Schools Nutrition Programme (NSNP) norms and standards. Provide technical support to school management teams to resolve identified noncompliance issues. Facilitate the development and implementation of development programmes for Food Handlers. Analyze monthly reports from National Schools Nutrition Programme and assist the district National Schools Nutrition Programme coordinator to report on the performance of the District Programme. Provide technical support to and facilitate processes to enable members of School Management Teams to administer the NSNP at a school level. Report instances of maladministration.
- POST** : **PROJECT OFFICER NSNP CONDITIONAL GRANT (1 POST)**
(1 - YEAR RENEWABLE CONTRACT FOR THREE YEARS)
(REF: DOE 174/10/18)
- SALARY NOTCH** : **R 356,289**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** :
- A minimum of five (05) years' experience in the Project Management environment be it Public, State Owned Enterprises or Private. A minimum of three year's supervisory experience. A three year post matric qualification in a University or University of Technology, formerly known as a Technikon with Project Management as a Major. An advanced qualification in computer applications/ICT. A tertiary qualification in either the Horticulture, Health, Environmental Health or Food and Beverage field. An unendorsed valid driver's license.
- Additional Requirements:** An ability to work long hours, travel long distances, reach out to rural environments and be away from home for extended periods of time.
- Competencies:** Advanced Computer Presentation skills. Advanced Data Management skills. Report writing skills. Networking skills. People and knowledge management skills. Good inter-personal relations/team player.
- DUTIES** :
- Constitute a project management unit at Head Office and the twelve Districts through the two Clusters. Under the stewardship of Chief Education Specialist-National School Nutrition Programme (CES-NSNP) understudy the Technical Support Entity contracted for the envisaged roll out of the Small Holder Farmer Procurement Model. Provide project management expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades



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R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficium in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and "standardizing" project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the ECDoE accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables.

NB: all posts in special schools and schools with hostels require shift work since these schools operate seven days a week

All applications for schools should be forwarded to the following addresses in the districts. All enquiries must be addressed to the districts.

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Applications received after closing date will not be considered. No faxed applications will be accepted.

To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdoe.gov.za

All other applications must be forwarded through one of the following options:

DEPARTMENT OF EDUCATION

All application within Head Office should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

NB* All positions within Districts should be directed to Districts as follows: **Alfred Nzo East- Mbizana**, Mr A Mpupu , Tel: 039-2510279/ 0063 , Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800; **Alfred Nzo West- Mount Frere**, Mr. L Mtatyana , Tel: 039 - 2550005, Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090; **Maluti** - Mr L.E. Mtatyana , Tel: 039-2560111/ 0594, Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730; **Amathole East- Butterworth** , Mr T Mxotwa, Tel: 047- 4911070/ 0646, Fax: 047-4910655 Address: P/B X 3019 Butterworth; **Dutywa** - Mr T Mxotwa, Tel: 047- 4892247/5044, Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000 ; **Amathole West- Fort Beaufort**, Ms P Futshane, Tel: 046- 6452964 Fax: 046- 6452783 Address: P/B X 2041 F.B.T; **Buffalo City Metro - East London**: Mr EG Klaasen Tel: 043-7600862/542 Address: P/B X 9007 East London 5200; **King William's Town** Mr EG Klaasen Tel: 043-6043218/ 3221 Fax: 043- 6425896 Address: P/B X 0055 K.W.T ; **Chris Hani East- Ngcobo** Mr AT Fetsha Tel: 047-5481004/1099 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050; **Cofimvaba** Mr AT Fetsha Tel: 047-8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba; **Chris Hani West - Queenstown** Mr H.N. Godlo Tel: 045-8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320 ; **Lady Frere** Mr. HN Godlo Tel: 047 -8780009/0229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410; **Cradock** Mr. HN Godlo Tel: 048 -8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880; **Joe Gqabi - Sterkspruit** Mr N Magadu Tel: 051-6111380/ 0064 Fax: 051-110043/ 6342009 Address: P/B X 5026

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Sterkspruit 9762; **Mount Fletcher** Mr N Magadu Tel: 039- 2570963 Fax: 039-2570956 Address: P/B X 1133
Mount Fletcher; **Nelson Mandela Bay- Port Elizabeth** Mr Gorgonzola Tel: 041-4034402 / 434 Fax: 041-
4538660 Address: P/B X 3915 North End Port Elizabeth 6056; **Uitenhage** Mr Gorgonzola Tel: 041-
9954000/2 Fax: 041-9227659 Address: P/B X 64 Uitenhage 6200; **OR Tambo Coastal - Libode** Mr V
Joseph Tel: 047-5324704 Fax: 047-5323505 Address: P/B 518 Libode 5160; **Lusikisiki** Mr V Joseph Tel:
039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820 ; **OR Tambo Inland Mthatha** Ms
LN Dyodo Tel: 047- 5024272/4225 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100; **Qumbu** Ms.L.N.
Dyodo Tel: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180 ; **Sarah Baartman -
Graaff Reinet** Mr N.R.W. De Bruyn Tel: 049- 8072202 Fax: 04 - 8925281 Address: P/B X 726 Graaff-Reinet
6280; **Grahamstown** Mr De Bruyn Tel: 046- 6229310 Fax: 046- 6223224 Address: P/B X 1001
Grahamstown 6140

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS/Post Office/Commissioner of Oath certified copies of all qualification(s) [Matric certificate must also be attached] 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 SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply.**

