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THE EASTERN CAPE DEPARTMENT OF EDUCATION HAS THE FOLLOWING INTERESTING VACANCIES AVAILABLE.

CIRCULAR NUMBER 16 OF 2019

- 1) This circular is issued in terms of recruitment measures contained in the PAM, chapter B 5.2 and in this regard it is important to note that the Public Service is an **EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.**
- 2) The contents of this circular must without delay be brought to the notice of all eligible candidates. All potential candidates who may qualify for posts in this circular must be notified, even if they are absent from their normal places of work. The Department calls upon all interested eligible candidates to apply for vacancies advertised in this circular.

DIRECTIONS TO CANDIDATES

- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae **must** accompany this form. Applicants **must** quote on their application the number of this circular, post numbers and district where the vacancy is. Only candidates who in all respects meet the advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application has been unsuccessful.
- 4) **Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office - Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bisho 5605.**
- 5) Applicants requiring additional information are welcome to direct their queries to the officials as indicated below the post.

NOTE!!! No faxed or late applications will be considered.

Closing date: 13 September 2019



SUPERINTENDENT - GENERAL

21/08/2019

DATE

General requirements for CES, DCES and SES posts: A recognized three or four-year qualification (REQV 14) which includes professional teacher education. Nine years' experience in educational field for CES, eight years' experience in the educational field for DCES and five years' experience in the educational field for SES. A valid driver's license. Registration with SACE. Computer literacy.

- Salary Scale CES: All Inclusive package of R 906 282 – R1 403 958 per annum (Salary level 12 OSD)
- Salary Scale DCES: R510 219 – R989 748 per annum (Salary level 10 OSD)
- Salary Scale SES: R414 003– R932 397 per annum (Salary level 9 OSD)

CHIEF EDUCATION SPECIALIST(CES): CURRICULUM MANAGEMENT (Re-advertisement)
COMPONENT: ECD & FOUNDATION PHASE
CENTRE: HEAD OFFICE - ZWELITSHA
REF: DOE 02/08/19

Additional Requirements: A recognized 4-year qualification (REQV 14) which must include appropriate training as a Foundation Phase teacher(Grades R-3). A minimum of 3-5 years' experience in a middle management position in the Foundation Phase. The incumbent should have extensive knowledge of key policies such as the NCS/CAPS, Assessment Policy, Language Policy, ECD/Grade R and Inclusive Education and e-Learning. A thorough understanding of the principles and methodologies underpinning National Curriculum Statements (NCS) including the Curriculum Assessment Policy Statement (CAPS).

Competencies/Skills: Sound knowledge and understanding of key priorities, challenges and programmes that will enhance teaching, learning and assessment in the Foundation Phase. Sound knowledge and evidence of Strategic Planning, Problem Solving and Project Management. Evidence of experience in materials development and the training of teachers. Knowledge and experience in Report Writing. An understanding of transformational issues in education and knowledge of capacity building processes at national and provincial level. Evidence of knowledge and understanding of the utilisation, analysis and interpretation of data. Evidence of research skills, sound human relation and interpersonal skills. Strong verbal and communication skills are crucial. Ability to work under pressure and willingness to work extra hours. Proven leadership, networking, consultation and advocacy skills. Evidence of the ability to manage and control a budget. Knowledge and experience in the utilisation of Data Driven Districts (DDD) and SASAMS will be an added advantage.

KPA'S: Manage all curriculum programmes and activities in the Foundation Phase. Planning, monitoring and evaluation of curriculum and assessment programmes in line with CAPS. Conceptualise, design and manage the Reading Strategy and Mathematics Framework of the department. Manage the implementation of School Based Assessment (SBA) and ensure that moderation processes take place timeously. Oversee the implementation of Subject Committees, Professional Learning Communities (PLCs) and Subject Improvement Plans. Conceptualise, design and manage teacher development programmes and coordinate in-service training programmes for the sub-directorate. Liaise with districts on key curriculum priorities and build capacity where it is needed. Ensure the coordination, management and implementation of ICT Integration in curriculum. Manage the Performance Management and Development Systems (PMDS) of the Curriculum Planners and Administrative Personnel and build capacity in the sub-directorate. Coordinate In-Service Training programmes for all subjects in the Foundation Phase. Develop and manage the budget and procurement processes and exercise financial control measures over all activities within the sub-directorate. Network with other directorates, non-governmental organisations and relevant stakeholders. Review and analyse the impact of policies and results and provide timeous feedback to relevant stakeholders. Facilitate the interpretation of existing and new curriculum policies.

Enquiries: Ms GR Koopman (T) (040) 608 4468

CES: CURRICULUM MANAGEMENT (re – advertisement)
COMPONENT: PROJECT MANAGEMENT & CURRICULUM SUPPORT
CENTRE: HEAD OFFICE - ZWELITSHA
REF: DOE 03/08/19

Additional Requirements: A minimum of 3-5 years' experience in a middle management position. The incumbent should have extensive knowledge of key policies such as the NCS/CAPS, Assessment Policy, Language Policy and Inclusive Education and e-Learning. A thorough understanding of the principles and methodologies underpinning National Curriculum Statements (NCS) including the Curriculum Assessment Policy Statement (CAPS).

Competencies/Skills: Sound knowledge and understanding of key priorities, challenges and programmes that will enhance teaching, learning and assessment. Sound knowledge and evidence of Strategic Planning, Problem Solving and Project Management. Evidence of experience in materials development and the training of teachers. Knowledge and experience in Report Writing. An understanding of transformational issues in education and knowledge of capacity building processes at national and provincial level. Evidence of knowledge and understanding of the utilisation, analysis and interpretation of data. Evidence of research skills, sound human relation and interpersonal skills. Strong verbal and communication skills are crucial. Ability to work under pressure and willingness to work extra hours. Proven leadership, networking, consultation and advocacy skills. Evidence of the ability to manage and control a budget. Knowledge and experience in the utilisation of Data Driven Districts (DDD) and SASAMS will be an added advantage.

KPA'S: Manage all curriculum programmes and activities in the Chief Directorate. Planning, monitoring and evaluation of curriculum and assessment programmes in line with CAPS. Conceptualise, design and manage the Reading Strategy and Mathematics Framework of the department. Manage the implementation of School Based Assessment (SBA) and ensure that moderation processes take place timeously. Oversee the implementation of Subject Committees, Professional Learning Communities (PLCs) and Subject Improvement Plans. Conceptualise, design and manage teacher development programmes and coordinate in-service training programmes. Liaise with districts on key curriculum priorities and build capacity where it is needed. Ensure the coordination, management and implementation of ICT Integration in curriculum. Manage the Performance Management and Development Systems (PMDS) of the Curriculum Planners and Administrative Personnel and build capacity. Coordinate In-Service Training programmes for all subjects in GET and FET. Develop and manage the budget and procurement processes and exercise financial control measures over all activities in the Chief Directorate. Network with other directorates, non-governmental organisations and relevant stakeholders. Review and analyse the impact of policies and results and provide timeous feedback to relevant stakeholders. Facilitate the interpretation of existing and new curriculum policies.

Enquiries : Ms GR Koopman (T) (040) 608 4468

CES: HRD AND LABOUR RELATIONS
CENTRE: JOE GQABI (Re-advertisement)
REF: DOE 04/08/19

Requirements: A National Diploma or Degree in Human Resource Management or Labour Relations / Industrial Relations, Labour Law or Public Management plus five (5) years' experience in the field of labour relations. A post degree qualification on the above will be an advantage. The applicant should have basic computer literacy skills in Microsoft Word, PowerPoint and Excel. A valid driver's license with minimum code 8. Registered with SACE. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures applicable to both public service act employees and educators. Understanding of various collective bargaining forums and policies relevant thereto. Understanding of the Skills Development Act and Employee Health and Wellness policies. Should be able to demonstrate sound knowledge of departmental policies, leadership,

communication, conflict resolution, decision-making capabilities and planning. Bargaining and mediating skills are an added advantage.

KPA'S: The co-ordination of all Labour Relations, Human Resource Development and Employee Health and Wellness activities. Planning and aligning of work plans to the strategic objectives of the Eastern Cape Department of Education. Be able to conduct training on Skills Development, Employee Health and Wellness as well as Labour Relations related matters. Be able to organize and co-ordinate implementation plans for all employees. Be a good communicator, coordinator and planner. Preparedness to work with all other units of the organization as well as stakeholders in parties to Labour Unions. Ensure that the Employee Health and Wellness programmes are implemented.

Enquiries: Mr S Mnguni Tel No: (040) 6084210.

**CHIEF EDUCATION SPECIALIST(CES): INSTITUTIONAL DEVELOPMENT SUPPORT & GOVERNANCE
CENTRE: ALFRED NZO WEST
REF: DOE 05/08/19**

Competencies/Skills: Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. A good understanding of Matrix management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyze and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook.

KPA'S: Oversee institutional development and support functions to all schools within the districts. Design frameworks for district school interface for EDO's within the district. Monitor school functionality. Manage and coordinate operational policies with regards to school governance, HR Provisioning needs and physical resource needs. Financial management in schools and delivery of curriculum learning materials. Work within a matrix management in schools and delivery of curriculum learning materials. Work within a matrix management arrangement with Head Office. Co-ordinate and manage all activities of Education Development Officers within the district. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Develop strategies for operations management within schools. Report any problems from finding to relevant line specialists for further intervention. Monitor the facilitation of education management development services. Develop operational strategies to implement policies and circulars by interpreting and coordinating such policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration. Monitor the facilitation of home education. Implement provincial government initiatives and national projects, including research projects. Communicate with stakeholders on policy and training issues. Manage and co-ordinate the development and training of school governing bodies.

Enquiries: Mr M Mbangeni 039 2550005

**DEPUTY CHIEF EDUCATION SPECIALIST(DCES): CURRICULUM MANAGEMENT AND SUPPORT
COMPONENT: ECD/GET – OPERATIONS AND RESOURCING
CENTRE: OR TAMBO INLAND
REF: DOE 06/08/19**

Competencies/skills: Sound knowledge and understanding of the NQF and the NCS in GET. A thorough understanding of the principles and teaching methodologies underpinning National Curriculum Statements (NCS) including the curriculum and assessment policy statements(CAPS). Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Good management and leadership skills. Excellent communication, facilitation and presentation skills. Proven Computer Literacy in MS Office Suite and MS Outlook.

KPA'S: Provide overall leadership for the development and implementation of the Phase. Co-ordinate the establishment and maintenance of Phase/Learning Area Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the Phase. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area. Manage relevant curriculum policy, maintenance, development, support and administration at district level. Represent the district at provincial and national level and other relevant curriculum forums. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Learning Area that are led by the provincial DoE or in conjunction with outside agencies. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the NCS. Co-ordinate CASS in the Phase Developing materials for the implementation of national and provincial initiatives

Enquiries: Chief Director: Cluster A – Mr TJZ Mtyida(T) (040) 608 4309

DEPUTY CHIEF EDUCATION SPECIALIST(DCES): BUSINESS STUDIES - FET

COMPONENT: CURRICULUM MANAGEMENT

CENTRE: HEAD OFFICE - ZWELITSHA

REF: DOE 07/08/19

Additional Requirements: A minimum of 2-3 years middle management experience.

Competencies/Skills: Sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum. A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS in the FET Band specifically focussing on Business Studies Grades 10 to 12. Experience in providing curriculum support to teachers in this subject. Knowledge, understanding and implementation of Educational policies e.g Assessment, Language Across the Curriculum(LAC), Inclusive Education, e-Learning. Ability to plan strategically, develop material and train teachers; Computer literate in Word, Power Point, Excel programmes. Strong communication skills both orally and in writing. Ability to work under pressure and willingness to work extra hours. Have strong analytical, data mining and research skills. Knowledge and understanding of the Data Driven Districts (DDD) Management System, SASAMS and EMIS. Ability to integrate ICT in Business Studies. Must have budget skills

KPA'S: Provide leadership in the subject Business Studies in Grades 10 to 12 throughout the province. Ensure the coordination and implementation of the CAPS in this subject to all subject advisors and teachers Grades 10-12. Ensure the coordination and implementation of School Based Assessment and external assessments. Develop learning and teaching support materials in this subject and provide capacity building programmes to all subject advisors and teachers. Analyse data and develop appropriate strategic intervention programmes. Work independently and as a member of a team. Develop operational and budget plans and monitor and report allocated funds and activities. Engage with education and external stakeholders. Provide support to districts and schools. Represent the department in national and provincial forums and workshops during the week and weekends. Compile programme and project reports as required and report to the CES / FET.

Ms G Koopman (T) (040) 608 4468

DEPUTY CHIEF EDUCATION SPECIALIST (DCES)

COMPONENT: ACCESS PROMOTION-HOSTEL MANAGEMENT

CENTRE: HEAD OFFICE - ZWELITSHA

REF: DOE 08/08/19

Competencies/Skills: Leadership, Communication, Financial planning and management, Strategic planning and transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising. The applicant must have advanced computer skills.

KPA'S: Development and Review of the Hostel Policy. Continuous research on best practices to improve the public-school Hostels. Ensure that clear Norms and Standards are developed and adhered to on all public school Hostels. Manage acquisition and maintenance of an updated Database of all Hostels across the province. Champion the Hostel Masterplan to support school rationalization and fore planning. Manage the process of

planning and establishment of new Hostels. Ensure compliance to policy by all Public Hostels. Hostel financial planning, monitoring and reporting. Ensure sound financial accountability is applied by all school Hostels. Provide sound governance of the Hostel Management program. Ensure that Hostel monitoring is done and compliance is measured. Empower officials and promote Hostel Management monitoring at all Districts. Ensure Hostel visits are done, reports generated, analyzed and management information is drawn and presented. Lead, manage and promote the process of development and training on a Hostel Management data capturing platform through SASAMS. Project Planning, Monitoring, Performance Measurement, and review deliverables. Ensure that School Hostels contribute to the improvement of the provincial academic outcomes. Adherence to all public service regulations and reporting cycles.

Mr L Ndzube (T) (040) 6084184

DEPUTY CHIEF EDUCATION SPECIALIST (DCES)

COMPONENT: ACCESS PROMOTION-INDEPENDENT SCHOOLS AND HOME EDUCATION

CENTRE: HEAD OFFICE - ZWELITSHA

REF: DOE 09/08/19

Competencies/Skills: Leadership, Communication, Financial planning and management, Strategic planning and transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising. The applicant must have advanced computer skills. A valid code 8 driver's license will be an advantage.

KPA'S: Provide support to the National Office on Policy matters related to Independent Schools and Home Education. Ensure that a database of new registrations, de-registrations, learner data and academic performance is maintained. Continuously maintain an updated database of all Independent Schools. Provide direction and technical support to Districts on ensuring that all Independent Schools and Home Education centres are monitored. Financial planning for Independent School Subsidy payments. Management of budget and tranche payments to Independent schools. Financial reporting. Ensure compliance to policy prescripts by all independent schools across the province. Source a database of, and assisting in closure of illegally operating Independent Schools from across the Province. Conduct accountability sessions with all principals of Independent Schools. Raise awareness about Independent Schools and Home Education across the Province. Project Planning, Monitoring, Performance Measurement, and review deliverables. Ensure that Independent Schools and Home Education centres contribute to the improvement of the provincial academic outcomes. Adherence to all public service regulations and reporting cycles.

Mr L Ndzube (T) (040) 6084184

EDUCATION DEVELOPMENT OFFICERS/DCES (07 POSTS)

CENTRE: CHRIS HANI EAST(2 POSTS) (Re-advertisement) - DOE 10/08/19

CENTRE: CHRIS HANI WEST(2 POSTS) - DOE 11/08/19

CENTRE: ALFRED NZO EAST - DOE 12/08/19

CENTRE: AMATHOLE EAST - DOE 13/08/19

CENTRE: OR TAMBO COASTAL - DOE 14/08/19

Requirements: 5 years minimum management experience as a Principal. Hands-on experience and knowledge of teacher development and curriculum policy implementation practices.

Competencies/Skills: A sound knowledge of the national Curriculum and Assessment Policy Statements and topical curriculum transformation issues. Proven experience of leading and coordinating school's improvement projects. Ability to work independently as well as in a team. Good communication skills (written & verbal). Computer skills with excellent knowledge of Microsoft Packages.

KPA'S: Monitor the performance profiles and functionality of schools allocated to him/her to ensure compliance with national and provincial norms and standards. Conduct focused monitoring school visits to strengthen the administrative, leadership, management and governance capacity of schools under their brief. support school principals with leadership and management of curriculum planning and delivery in their schools. Monitor and record the state of school resources with regards to demand and supply of teaching and learning material. school furniture as well as the general upkeep of schools physical infrastructure. Monitor and improve efficiency of schools in the management and administration of learner admissions, learner dropout rates, as well as teacher

attendance and absenteeism. Strengthen school governing body capacity in effective and efficient management of school finances and financial management systems. Develop schools capacity to maintain a fair labour environment. Conduct performance contracting, reviewing and appraisals of school principals.
Enquiries: District Directors Address lists attached.

**DEPUTY CHIEF EDUCATION SPECIALIST(DCES): LIFE ORIENTATION AND RELIGION STUDIES FET
(re-advertisement)**

COMPONENT: CURRICULUM MANAGEMENT

CENTRE: HEAD OFFICE - ZWELITSHA

REF: DOE 14/08/19

Additional Requirements: A minimum of at least 2-3 years middle management experience.

Competencies/Skills: Sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum. A sound understanding of curriculum transformation issues and capacity building processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS in the FET Band specifically focusing on Grades 10 to 12. Experience in providing curriculum support to teachers in this subject. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language Across the Curriculum(LAC), Inclusive Education, e-Learning. Ability to plan strategically, develop material and train teachers; Computer literate in Word, Power Point, Excel programmes. Strong communication skills both orally and in writing. Ability to work under pressure and willingness to work extra hours. Have strong analytical, data mining and research skills. Knowledge and understanding of the Data Driven Districts (DDD) Management System, SASAMS and EMIS. Ability to integrate ICT in the subject teaching. Must have budget skills.

KPA'S: Provide leadership in the subjects in Grades 10 to 12 throughout the province. Ensure the coordination and implementation of the CAPS in these subjects to all subject advisors and teachers Grades 10-12. Ensure the coordination and implementation of School Based Assessment and external assessments. Develop learning and teaching support materials in these subjects and provide capacity building programmes to all subject advisors and teachers. Analyse data and develop appropriate strategic intervention programmes. Work independently and as a member of a team. Develop operational and budget plans and monitor and report allocated funds and activities. Engage with education and external stakeholders. Provide support to districts and schools. Represent the department in national and provincial forums and workshops during the week and weekends. Compile programme and project reports as required and report to the CES / FET Planning.

Ms G Koopman (T) (040) 608 4468

**SENIOR EDUCATION SPECIALIST(SES): LSPID CONDITIONAL GRANT (1 YEAR RENEWABLE
CONTRACT)**

COMPONENT: INCLUSIVE EDUCATION

CENTRE: HEAD OFFICE - ZWELITSHA

REF: DOE 15/08/19

Requirements: Applicants must be in possession of a recognized 3 or 4-year qualification which includes professional teacher education. A minimum of 3 years' appropriate work experience. In-depth knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating stakeholders. They should be able to take initiatives, work under pressure and problem solve if and when needed. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District- based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability(LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.

KPA'S: As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an iterant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres, provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learner's progress; training care givers on learning

programme for LSPID, monitoring and reporting care givers implementation of the Learning Programme for LSPID, training and supporting teachers, on Learning Programme for LSPID, monitoring and reporting on the implementation of the Learning Programme in designated school and care centres, advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided.

Enquiries: Ms A Msindwana (040-6084219)

DEPUTY CHIEF EDUCATION SPECIALIST(DCES): INCLUSIVE EDUCATION (re- advertisement)

COMPONENT: LSEN GOVERNANCE AND CURRICULUM ADAPTATION

CENTRE: HEAD OFFICE – ZWELITSHA

REF: DOE 16/08/19

Requirements: A qualification with a major in the field of support provisioning to learners or in special education or inclusive education. 8 Years experienced in the educational field of special education. Relevant managerial experience in the area of institutional support provisioning will be advantageous. Computer literacy (MS Office Suite and MS Outlook).

Competencies: Sound knowledge and understanding of the NQF, CAPS and NCS in the relevant phases. A thorough understanding of the principles and teaching methodology underpinnings Outcomes Based Education (OBE) and Outcomes Based Assessments. Experience in the support provisioning of Special Schools, Special Schools as Resource Centres and Full-Service Schools. Knowledge of National practices and policies on Special Schools and Full-Service Schools. Proven track record of subject knowledge and expertise in the field of education support and Programme development. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames. Skills and training in Remedial Education, Special Education and Curriculum Differentiation.

KPA'S: Provide provincial leadership for the coordination, development and implementation of support provisioning to learner's experience barriers to learning at institutional level. Manage and coordinate the provision of appropriate learner support strategies to address barriers to learning by the implementation and coordination of institutional level support services. Monitor the services rendered by Special Schools, Special School as Resource Centres and Full-Service Schools. Represent the province and facilitate participation in all departmental support projects in conjunction with outside agencies regarding institutional development and support. Provide leadership in the transformation of Special Schools as Resource Centres and identified mainstream schools becoming Full Service Schools. Management and coordination of financial support and provision to these schools and the coordination of the support needs of institutions, such as financial, human resource and assistive device support in order to provide support services to learners. Ensure effective planning, monitoring, implementation and support of teacher and support training programmes and support courses, onsite support visits to mentioned institutions. Coordinate the outreach services of Special Schools as Resource Centres and identified Full Service Schools.

Enquiries: Ms A Msindwana (040-6084219)

SENIOR EDUCATION SPECIALIST: ASSESSMENT AND EXAMINATIONS

COMPONENT: LEARNER ASSESSMENT AND EXAMINATIONS MANAGEMENT

CENTRE: AMATHOLE WEST

REF: DOE 17/08/19

Competencies/Skills: Leadership and management skills. Excellent writing and communication skills. Efficiency in report-writing is highly recommended. Ability to organize and manage projects. Strategic planning, budgeting and problem-solving skills. Sound Human Relations and Interpersonal skills. Problem-solving and analysis skills. Good interpersonal relations. Capacity to work productively under pressure. Facilitation and training skills. Investigation skills.

KPA'S: Manage, co-ordinate and monitor all School-Based Assessments and internal examinations activities within GET, FET and ABET. Coordinate and manage the invigilation process in 23 districts. Design and coordinate all monitoring processes for the smooth running of all examinations. Co-ordinate and monitor compliance to the assessment and examinations related policies, regulations and guidelines. Monitor the appointment and training of invigilators, monitors and examination officials in all matters pertaining to

management of Assessment and Examinations. Monitor the administration of assessment and examinations processes. Coordination of examination processes and SBA verification.

Enquiries: Mr. Mabona (040-6084468)

SENIOR EDUCATION SPECIALIST(SES): ISIXHOSA INTERSEN(ECD/GET)

COMPONENT: CURRICULUM MANAGEMENT

CENTRE: OR TAMBO COASTAL

REF: DOE 18/08/19

Additional Requirements: Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.

Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the GET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

KPA'S: Implement ECD curriculum frameworks. Facilitate the provision of supplementary educational materials. Provide specialised services. Provide inputs regarding evaluation and certification and evaluate learning support material. Implement policy regarding the specific learning programme. Monitor and evaluate all ongoing projects and implementation thereof. Monitor and ensure the implementation of national/provincial ECD curriculum policies. Maintain a system for assessment and recognition of prior learning. Implement all on-going projects and the monitoring and evaluation thereof.

Enquiries: District Directors – List of Addresses attached

SENIOR EDUCATION SPECIALIST(SES): CURICULUM MANAGEMENT(Re-advertisement)

COMPONENT: GET (GRADE R)

CENTRE: STERKSPRUIT - DOE 19/08/19

CENTRE: GRAAFF- REINET - DOE 20/08/19

Additional Requirements: Majoring in the Subject Field applying for all Foundation Phase Subjects. Experience as a Head of Department in the relevant subject will be advantageous.

Competencies/Skills: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the GET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

KPA'S: Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Plan and organize regular meeting/workshops/seminars/training and support courses for teachers. Conduct regular on-site school support visits for school and teachers in the subject/subject field. Co-ordinate the maintenance, development, support and administration of the subject at provincial district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilization of extra LTSM. Develop support programmes and materials to address identified curricular needs of teachers. Ensure effective planning, monitoring, implementation and support of teacher and support monitoring and implementation of CAPS.

Enquiries: District Directors – List of Addresses attached.

**SENIOR EDUCATION SPECIALIST(SES): CURRICULUM MANAGEMENT
COMPONENT: FET CURRICULUM
CENTRE: GRAHAMSTOWN (MATHS & MATHS LITERACY) DOE 21/08/19
CENTRE: GRAAF REINET (SERVICES SUBJECTS) DOE 22/08/19**

Additional Requirements: Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.

Competencies/Skills: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning National Curriculum Statements(NCS) including the Curriculum Assessment Policy Statements(CAPS). Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

KPA'S: Provide leadership for the co-ordination, development and implementation of the subject/field requirements in FET. Co-ordinate the establishment and maintenance of subject/field committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Plan and organize regular meetings/workshops/seminars/training and support courses for teachers. Conduct regular on-site support visits for schools and teachers in the subject/field. Co-ordinate the provision of appropriate learner support strategies in the subject/field. Provide leadership in the development, selection and utilization of extra LTSM in the subject/field. Develop support programmes and materials to address identified curricular needs of teachers. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies and facilitate the participation of the district in all curriculum projects and programmes in the subject/field that are led by the national and/or provincial DoE or in conjunction with outside agencies. Establish and manage data on schools, teachers, training and support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring and implementation of the CAPS. Co-ordinate the maintenance, development, support and administration of the subject/field at district level. Ensure effective planning, monitoring, implementation and support of teachers and the implementation of CAPS.

Enquiries: District Directors – List of Addresses attached.

NOTE: CANDIDATES WILL BE REQUIRED TO UNDERGO PSC VERIFICATION

Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

INSTRUCTION TO CANDIDATES

Note: Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. Only shortlisted candidates will be contacted. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply. Please note that communication will be limited to the short-listed candidates only.

NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office - Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605. A list with addresses of District Offices is attached:

ANNEXTURE A

Alfred Nzo East	Mbizana Mr A Mpupu Tel: 039 2510279/2510063 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800		
Alfred Nzo West	Mount Frere Mr M Mbangeni(Acting) Tel: 039 – 2550005 Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Maluti Mr M Mbangeni(Acting) Tel: 039 2560111/2560594 Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730	
Amathole East	Butterworth Mr VV Mkentane Tel: 047 4911070/4910646 Fax: 047 4910655 Address: P/B X 3019 Butterworth	Dutywa Mr VV Mkentane Tel: 047 4892247/4895044 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 Fort Beaufort		
Buffalo City Metro	East London Ms N Fikeni Tel: 043-70862/7600542 Address: P/B X 9007 East London	King Willam's Town Ms N Fikeni Tel:0436043218/6043221/2 Fax: 043- 6425896 Address: P/B X 0055 King Williams Town	
Chris Hani East	Ngcobo Mr Mshotana(Acting) Tel: 047-5481004/1099 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050	Cofimvaba Mr Mshotana(Acting) Tel: 047 -8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba	
Chris Hani West	Queenstown Mr NRW De Bruyn Te l: 045-8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320	Lady Frere Mr.NRW De Bruyn Tel: 047 -8780009/8780229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410	Cradock Mr.NRW De Bruyn Tel: 048 –8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880
Joe Gqabi	Sterkspruit Mr VN Mabece Te l: 051 6111380/6110064 Fax: 051 110043/6342009 Address: P/B X 5026 Sterkspruit 9762	Mount Fletcher Mr VN Mabece Te l: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 Mount Fletcher	
Nelson Mandela Bay	Port Elizabeth Mr E Gorgonzola Tel: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915 North End Port Elizabeth 6056	Uitenhage Mr E Gorgonzola Tel: 041- 9954000/2 Fax: 041 - 9227659 Address: P/B X 64 Uitenhage 6200	
OR Tambo Coastal	Libode	Lusikisiki	

	Mr Ncapai Tel: 047-5324704 Fax: 047-5323505 Address: P/B 518 Libode 5160	Mr N Ncapai 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 LN Dyodo Tel: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180	
Sarah Baartman	Graaff Reinet Mr RH Godlo Tel: 049- 8072202 Fax: 049 - 8925281 Address: P/B X 726 Graaff-Reinet 6280	Grahamstown Mr RH Godlo Tel: 046- 6229310 Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140	