



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

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

CIRCULAR NUMBER 21 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

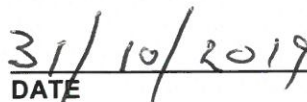
- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae **must** accompany this form. Applicants **must** quote on their application the number of this circular, post numbers and district 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: 20 NOVEMBER 2019



SUPERINTENDENT - GENERAL



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): INSTITUTIONAL DEVELOPMENT SUPPORT & GOVERNANCE

CENTRE: OR TAMBO COASTAL - DOE 01/10/19

CENTRE: CHRIS HANI EAST - DOE 02/10/19

CENTRE: SARAH BAARTMAN - DOE 03/10/19

CENTRE: AMATHOLE EAST - DOE 04/10/19

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. 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. 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: District Directors: List of Addresses attached

CHIEF EDUCATIONAL SPECIALIST(CES): EDUCATIONAL SOCIAL SUPPORT SERVICES(ESSS)

CENTRE: CHRIS HANI EAST – DOE 05/10/19

CENTRE: ALFRED NZO WEST – DOE 06/10/19

CENTRE: SARAH BAARTMAN – DOE 07/10/19

Competencies/Skills: Good knowledge of relevant education Legislation, Regulation, Acts, Agreements, Policies, Associated Schedules and Procedures. Proven management and leadership skills. Sound communication, negotiation, conflict and strategic management skills. The ability to coordinate and collaborate with internal stakeholders. Ability to work independently as well as in a Team. Good written and verbal communication skills. Proficiency in Computer Literacy is essential (MS Word, Outlook, Excel, and PowerPoint).

KPA's: Coordinates the implementation of Education Social Support Services (**School Nutrition Programme; Inclusive Education; School Health; School Enrichment Programmes and Scholar Transport Services, Hostels, Independent and Home schooling**) in the District Offices as mandated by relevant Chief Directorates. To manage and report on budget utilization in respect of Education Social Support Services in the District. Oversee that Staff at all levels District Offices are adequate to ensure efficient and effective support to

institutions. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Manage the Performance and Management Systems (PMDs) in the section. Coordinate and monitor the programs and strategies of the department within the District. The Implementation and monitoring of departmental policies and strategies. Manage stakeholders and other interested parties in the District, coordinate and support District and institutions on physical resources. Case management: coordinates and management of the implementation decisions by the Department. Participate in all District Programmes that enhance teaching and learning. Manage and coordinate the collection of data and information to facilitate district support.

Enquiries: District Directors: List of Addresses attached

CHIEF EDUCATIONAL SPECIALIST(CES): SCHOOL HEALTH AND SOCIAL PLANNING

COMPONENT: EDUCATION SOCIAL SUPPORT SERVICES(ESSS)

CENTRE: HEAD OFFICE - ZWELITSHA – DOE 08/10/19

Additional Requirements: Extensive knowledge of and insight into education policies and Legislation for School Health and Social Planning Programmes. A thorough understanding of background principles and methodologies underpinning HIV and AIDS and Life Skills Education programmes in schools. An understanding of transformational/facilitation and Report Writing Skills, Human Resource Management, Analysis of performance and interpretation of data. A researcher, supervisor with sound human relation and interpersonal skills. Ability to work under pressure both independently and in a team. Proven leadership, networking, consultation and advocacy skills. Management and control of allocated budget. Computer literacy (Ms Office Suite, Excel, Power point and Ms Outlook).

KPA's: Strategic management of the curriculum support programmes in terms of Legislation and School Planning policies. Monitor, evaluate and appraise the implementation of curriculum support programmes. Conceptualise, design and manage projects for the School Health and Social Planning directorate. Leadership in School Health and Social Planning programmes according to Eastern Cape Department of Education(ECDoe) Strategic Goals and National Mandates. Management of curriculum support programmes and administrative personnel at Provincial Office, including PMDS, Coordinators In-Service training programmes for all. Facilitate the interpretation of existing and School Health and Social Health and Social Planning policies. Budget and exercises procurement and financial control measures over all activities within the section. Networking with other educational directorates, non-governmental organizations and relevant stakeholders. Review and analyze the impact of policies in the Province in the Province and provides feedback. Facilitate the development and implementation of Improvement Strategies.

Enquiries: Ms Z Njotini (T) 040 6084776

CHIEF EDUCATION SPECIALIST (CES): LANGUAGE IN EDUCATION (STATUS PLANNING)

COMPONENT: LANGUAGE IN EDUCATION POLICY UNIT (SAPS)

CENTRE: HEAD OFFICE – ZWELITSHA – DOE 09/10/19

Additional Requirements: The incumbent must have experience of 3-5 years in Language in Education Policy Implementation. Must possess a degree in Language Education or must have adequate experience in working in the school management environment implementing Language in Education Policy.

Competencies/skills: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language in Education Policy and Practice and the major difference between the two. Sound knowledge of the concepts of semi-lingualism, monolingualism, bilingualism, multilingualism and language acquisition will demonstrate understanding of the science of Language Planning. A post-graduate qualification or studies towards it will be an added advantage.

KPA's: Ensure the management of the implementation the Language in Education Policy (1997) through national and provincial programs including Mother Tongue-based Bilingual Education (MTbBE). Ensure Status Planning of indigenous languages in the province; facilitate capacitation and training of School Governing Bodies and school communities on School Language Policy (SLP) development and/or SLP reviews to comply with the

Language in Education Legislative Framework. Assist school communities to develop SLPs that ensure multilingualism, and intervene where language violations occur and offer assistance and guidance. Ensure establishment of infrastructure to enhance Acquisition Planning by ensuring that schools are fully multilingual as enshrined in the Constitution. The reinforcing of government responsibility to ensure that the benefits of service delivery are distributed equally by providing equitable access to services for all our Clients irrespective of language in order to enhance their participation and voice in education matters. The management of language use in the department to ensure the functional use of all the official languages of the province, promoting the public image of Government. The encouragement of language learning, specifically tailored to the needs of the Public Service, to improve Public Servant's efficiency and productivity in the workplace and make the benefits of multilingualism visible. The encouragement of vibrant discourse on multilingualism with language role players and stakeholders. The establishment of collaborative partnerships to ensure the successful implementation of the Language in Education Policy (1996). Drive advocacy campaigns of Language Transformation.

Enquiries: Ms N Mbude (T) 040 608 4028

**CHIEF EDUCATION SPECIALIST (CES): LANGUAGE IN EDUCATION (CORPUS PLANNING)
COMPONENT: LANGUAGE IN EDUCATION POLICY UNIT (SAPS)
CENTRE: HEAD OFFICE – ZWELITSHA – DOE 10/10/19**

Additional Requirements: The incumbent must have experience of 3 - 5 years in Language in Education Policy and Planning. Must possess a degree in Subject Specialisation in Mathematics or Science Education or must have adequate experience in the schooling environment working with multilingual Mathematics and /or Science Education.

Competencies/skills: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language use in Education, bilingualism and multilingualism would demonstrate competency in understanding the filed. The ability to give advice and intervention when language violations occur will be an added advantage. A post-graduate qualification or studies towards it in the Language in Education field or bilingual Mathematics or Science Education would be an added advantage.

KPA's: Ensure the management of the implementation the Language in Education Policy (1997) through national and provincial programs including Mother Tongue-based Bilingual Education (MTbBE). Ensure Corpus Planning of indigenous languages in the province; by facilitating their development as Languages of Teaching, Learning and Assessment (LoTLA) of Mathematics and/or Natural Science Education. Ensure Capacitation and training of teachers on Corpus Planning, development of multilingual material including dictionaries, terminology development, terminography development, lessons plan and workbook development in the indigenous African languages. Ensure incorporation of Human Language Technology (HLT) to speed up the development of indigenous African languages (isiXhosa and Sesotho) as languages of Mathematics and Science in a digital world. Ensure advocacy to ensure that indigenous African languages are developed optimally for use in high status functions in the sector and ensure that examinations and tests cater for learners who use indigenous African languages as Languages of Teaching and Learning and Assessment (LoTLA). Ensure the development of an item bank for the province and to be shared nationally for terminologies. It is expected of the incumbent to drive advocacy programs for Language Transformation (LT) in the sector to ensure that all learners benefit from service delivery and that resources are distributed equitably across provincial official languages. Ensure the appreciation of Indigenous Knowledge Systems (IKS) and the role it plays in the development of learners as they learn to communicate mathematically. To ensure that indigenous African languages of the Province are developed so that they are ready to be used in the department for high status functions. To facilitate Social dialogue and facilitate research work on the use of indigenous African languages of the province and their role in the academic development of learners in mathematics and science beyond Grade 3. The encouragement of vibrant discourse on multilingualism with language role players and stakeholders. The establishment of collaborative partnerships to ensure the realization of true multilingualism in the education sector.

Enquiries: Ms N Mbude (T) (040) 608 4028

**DEPUTY CHIEF EDUCATION SPECIALIST(DCES): CURRICULUM MANAGEMENT AND SUPPORT
COMPONENT: ECD/GET – OPERATIONS AND RESOURCING - PHASE COORDINATOR
CENTRE: OR TAMBO INLAND – DOE 11/10/19
CENTRE: BCM – DOE 12/10/19**

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 School Based Assessment (SBA) in the Phase Developing materials for the implementation of national and provincial initiatives

Enquiries: District Directors: List of Addresses attached

**DEPUTY CHIEF EDUCATION SPECIALIST(DCES): ASSESSMENT AND EXAMINATIONS
COMPONENT: INSTRUMENT DEVELOPMENT AND MODERATION, EDITING AND TRANSLATION
CENTRE: HEAD OFFICE - ZWELITSHA
REF: DOE 13/10/19**

Additional Requirements: Be able to edit English and Afrikaans versions and correlation.

Knowledge: Knowledge of the following prescripts: *Public Finance Management Act no 1 of 1999, The Transformation of the Public Service Public Service Act and the Employment of Educators Act No. 75 of 1997 and sound knowledge of the South African Schools' Act. Sound knowledge of project management and report writing form part of the required expertise for the successful incumbent.

Competencies/Skills: Solid computer literacy in MS Word, Excel, Access, PowerPoint and Publisher, ability to make coherent presentations to stakeholders as well as excellent communication, interpersonal, organisational and research skills.

KPA's: To oversee the editing, proofreading and correlation of assessment instruments, Quality assurance of all editing assessment instruments. Be able to correlate and translate multilingual assessment instruments, Training of examiners, moderators, adaptors, versioners and editors. Ensure that the Norms and Standards pertaining to the management and handling of assessment instruments are adhered to during the development phase up to the writing phase of all assessment instruments. To liaise with service providers to ensure the printing and transportation of assessment instruments. To liaise with service providers regarding the provision of LSEN assessment instruments. Preparation of reports regarding assessment and examination related projects. Conduct state of readiness for all the storage, nodal and distribution points. Assist with regard to strategic planning regarding examinations and assessments.

NOTE: Shortlisted candidates will undergo a practical assessment

Enquiries: Ms N Mbeleki (T) (040) 6087028

**DEPUTY CHIEF EDUCATION SPECIALIST(DCES): FET
COMPONENT: CURRICULUM MANAGEMENT**

SPECIFIC SUBJECT	DISTRICT	REFERENCE
AGRICULTURAL SCIENCES, NATURE CONSERVATION	CHRIS HANI EAST	DOE 14/10/19

BUSINESS, COMMERCE AND MANAGEMENT SUBJECTS (ACCOUNTING, BUSINESS STUDIES, ECONOMICS)	ALFRED NZO WEST	DOE 15/10/19
MATHEMATICS AND SCIENCES	CHRIS HANI WEST	DOE 16/10/19
HUMAN AND SOCIAL SCIENCES (HISTORY, GEOGRAPHY, LIFE ORIENTATION AND RELIGION STUDIES)	AMATHOLE WEST	DOE 17/10/19
BUSINESS, COMMERCE AND MANAGEMENT SUBJECTS (ACCOUNTING, BUSINESS STUDIES, ECONOMICS)	AMATHOLE WEST	DOE 18/10/19
LANGUAGES (ENGLISH, ISIXHOSA, AFRIKAANS)	BCM(East London)	DOE 19/10/19
SOCIAL SCIENCES(HISTORY, GEOGRAPHY, LIFE ORIENTATION AND RELIGION STUDIES)(Re-Advertisement)	BCM	DOE 20/10/19
MATHEMATICS AND SCIENCES(Re-Advertisement)	JOE GQABI	DOE 21/10/19

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.

DEPUTY CHIEF EDUCATION SPECIALIST(DCES): FET (2 POSTS)

COMPONENT: CURRICULUM MANAGEMENT

CENTRE: NMB – DOE 22/10/19 – FET Coordinator

Additional Requirements: Majoring in any FET Subject Fields. Experience as a Head of Department in the relevant subject/s will be advantageous.

Competencies/skills: Sound knowledge and understanding of the NQF and the NCS in FET. 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, data management, report writing 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 FET Phase. Co-ordinate all special programmes in FET (SBA, LAIS,) report writing (monthly, EBR, NSLA) and Data Management from EMIS, SASAMS and DDD. 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 School Based Assessment (SBA) in the Phase Developing moderation programmes for the implementation of national and provincial initiatives

Enquiries: District Directors: List of Addresses attached

CIRCUIT MANAGERS/DCES (07 POSTS)

CENTRE: BCM – DOE 23/10/19

CENTRE: SARAH BAARTMAN – DOE 24/10/19

CENTRE: AMATHOLE EAST (3 POSTS) – DOE 25/10/19

CENTRE: OR TAMBO INLAND – DOE 26/10/19

CENTRE: AMATHOLE WEST – DOE 27/10/19

Additional 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: List of Addresses attached

DEPUTY CHIEF EDUCATION SPECIALIST(DCES): LEARNER ASSESSMENT AND EXAMINATIONS

COMPONENT: CURRICULUM MANAGEMENT

CENTRE: OR TAMBO INLAND – DOE 28/10/19

CENTRE: JOE GQABI – DOE 29/10/19

CENTRE: CHRIS HANI EAST- DOE 30/10/19

Competencies/Skills: Sound knowledge, understanding of examinations and assessment issues and capacity building processes in education. Experience in managing examinations and assessment processes; understanding and implementation of Education policies e.g. Conduct, Administration and Management NSC examinations, Protocol for Assessment, Education White paper 6, etc. Proven experience in managing people, projects and finances and the ability to plan strategically; Computer literate in Word, Power Point and Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure and willingness to work extra hours. Strong analytical skills, knowledge of the latest developments related to examinations and assessment. Knowledge and understanding of policies on handling of irregularities, registration as well as School Based Assessment processes and structures. Management of high security assessment instruments and its protocols.

KPA's: Provide professional leadership through the implementation of systems and structures that allow for effective management. Monitor registration of examination centres and learners for fulltime, part time, special and independent schools. Conduct regular on-site support visits to schools/offices. Represent the district at

provincial and other relevant forums. Coordinate and manage national, provincial and district priorities and projects. Ensure effective and efficient utilization of resources and information service. Work collaboratively to improve learner performance. Establish clear channels of communication by liaising with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies. Conduct analysis of data collected in order to inform and improve teaching and learning. Facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility. Any other reasonable function assigned by the employer within the job.

Enquiries: District Directors: List of Addresses attached

DEPUTY CHIEF EDUCATION SPECIALIST(DCES): LEARNING SUPPORT MANAGER

(REMEDIAL/CURRICULUM DIFFERENTIATION/SPECIAL EDUCATION

COMPONENT: INCLUSIVE EDUCATION LSEN GOVERNANCE AND CURRICULUM ADAPTATION

CENTRE: HEAD OFFICE – ZWELITSHA – DOE 31/10/19

Requirements: A recognized three or four year qualification which includes professional teacher education, with a major in the field of support provisioning to learners, such as specialized support provisioning, remedial education or specialized education and or inclusive education. Registration with SACE as professional educator. Eight years in education field. Relevant managerial experience in the area of support provisioning will be advantage. Computer literacy (MS office Suite and MS Outlook) and valid driver license. Competencies: Sound knowledge and understanding of the NQF, CAPS and NCS in the relevant phases. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcome Based Assessments. Experience in the development of support programmes to address barriers to learning. Knowledge of national support practices and policies. Proven track record of 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 learner's experience barriers to learning. Manage and coordinate the provisioning of appropriate learner support strategies to address barriers to learning. Monitor the services rendered by Learning Support Specialists at District and Circuit Levels. Represent the province and facilitate participation in all departmental support project in conjunction with outside agencies regarding support provisioning. Provide leadership in the development and implementation of support of teacher and support training programmes, support courses and onsite support visits, etc. To ensure effective planning, decision-making, monitoring and implementation of curriculum differentiation and support processes. Monitor the effective functioning of School Based Support Teams and Learning Support Specialists

Enquiries: AA Msindwana (T) (040) 608 7028

DEPUTY EDUCATION SPECIALIST (DCES): LANGUAGE IN EDUCATION (STATUS PLANNING)

COMPONENT: LANGUAGE IN EDUCATION POLICY UNIT (SAPS)

CENTRE: HEAD OFFICE – ZWELITSHA – DOE 01/11/19

Additional Requirements: The incumbent must have experience of 3 years in Language in Education Policy Implementation. Must possess a 3 year qualification in an indigenous African language (isiXhosa or Sesotho). Must demonstrate Project Management of a Language in Education Policy Implementation Project.

Competencies/skills: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language in Education Policy and Practice and the major difference between the two. Sound knowledge of the concepts of semilingualism, monolingualism, bilingualism, multilingualism and language acquisition will demonstrate understanding of the science of Language Planning. Must be proficient in isiXhosa and or Sesotho, plus English and or Afrikaans. The incumbent must demonstrate competence to translanguage, translate and version material when required. He/she must quality assure outsourced documents.

KPA's: Drive the management of the implementation the Language in Education Policy (1997) through national and provincial programs including Mother Tongue-based Bilingual Education (MTbBE). Facilitate Status

Planning activities of the indigenous languages in the province; facilitate capacitation and training of School Governing Bodies and school communities on School Language Policy (SLP) development and/or SLP reviews to comply with the Language in Education Legislative Framework. Assist school communities to develop SLPs that ensure multilingualism, and intervene where language violations occur and offer assistance and guidance. Establish infrastructure to enhance Acquisition Planning by ensuring that schools are fully multilingual as enshrined in the Constitution. Advocate and reinforce government responsibility to ensure that the benefits of service delivery are distributed equally by providing equitable access to services for all our Clients irrespective of language in order to enhance their participation and voice in education matters. Monitor language use in the department to ensure the functional use of all the official languages of the province, promoting the public image of Government. Encourage language learning, specifically tailored to the needs of the Public Service, to improve Public Servant's efficiency and productivity in the workplace and make the benefits of multilingualism visible. Encourage vibrant discourse on multilingualism with language role players and stakeholders. Establish collaborative partnerships to ensure the successful implementation of the Language in Education Policy (1996). Facilitate advocacy campaigns of Language Transformation.

Enquiries: Ms N Mbude (T) 040 608 4028

**DEPUTY CHIEF EDUCATION SPECIALIST (DCES): LANGUAGE IN EDUCATION (CORPUS PLANNING)
COMPONENT: LANGUAGE IN EDUCATION POLICY UNIT (SAPS)
CENTRE: HEAD OFFICE – ZWELITSHA – DOE 02/11/19**

Additional Requirements: The incumbent must have experience of 3 years in Language in Education Policy and Planning. Must possess a qualification in the teaching of Mathematics and/or Science Education or must have adequate experience in the schooling environment working with multilingual Mathematics and /or Science Education.

Competencies/skills: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language use in Education, bilingualism and multilingualism would demonstrate competency in understanding the filed. LiEP Advisor that must intervene when language violations occur to give guidance. Proficient levels of bilingualism in IsiXhosa and or Sesotho plus English and or Afrikaans as the incumbent must facilitate translation and versioning of Subject specific documents and be able to quality assure outsourced documents.

KPA's: Drive the implementation the Language in Education Policy (1997) through national and provincial programs including Mother Tongue-based Bilingual Education (MTbBE). Organise Corpus Planning initiatives for indigenous official languages in the province; by facilitating their development as Languages of Teaching, Learning and Assessment (LoTLA) of Mathematics and/or Natural Science Education. Facilitate Capacitation and training of teachers on Corpus Planning, development of multilingual material including dictionaries, terminology development, terminography development, lessons plan and workbook development in the indigenous African languages. Incorporate Human Language Technology (HLT) to speed up the development of indigenous African languages (isiXhosa and Sesotho) as languages of Mathematics and Science in a digital world. Drive advocacy to ensure that indigenous African languages are developed optimally for use in high status functions in the sector and ensure that examinations and tests cater for learners who use indigenous African languages as Languages of Teaching and Learning and Assessment (LoTLA). Develop an item bank for the province and to be shared nationally for terminologies. It is expected of the incumbent to drive advocacy programs for Language Transformation (LT) in the sector to ensure that all learners benefit from service delivery and that resources are distributed equitably across provincial official languages. Demonstrate appreciation of Indigenous Knowledge Systems (IKS) and highlight the role it plays in the development of learners as they learn to communicate mathematically. Ensure that indigenous African languages of the Province are developed so that they are ready to be used in the department for high status functions. Coordinate Social dialogue and facilitate research work on the use of indigenous African languages of the province and their role in the academic development of learners in mathematics and science beyond Grade 3. Encourage vibrant discourse on multilingualism with language in education role players and stakeholders. Establish collaborative partnerships to ensure the realization of true multilingualism in the education sector.

Enquiries: Ms N Mbude (T) (040) 608 4028

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): SSR,SS AND FSS INSTITUTIONAL SUPPORT COORDINATOR
COMPONENT: INCLUSIVE EDUCATION-LSEN GOVERNANCE AND CURRICULUM ADAPTATION
CENTRE: HEAD OFFICE – ZWELITSHA – DOE 03/11/19

Additional Requirements: A major in the field of support provisioning to learners or in special education or inclusive education. Relevant managerial experience in the area of support provisioning will be advantage.

Competencies/Skills: 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 (OB and Outcome Based Assessments. Experience in the support provisioning of Special Schools, Special Schools as Resource Centres and Full Service Schools. Knowledge of national support practices and policies. Proven track record of 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.

KRA's: Provide provincial leadership for the coordination, development and implementation of support provisioning learner's experience barriers to learning at institutional level. Manage and coordinate the provisioning 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 Schools as Resource Centre and identified mainstream schools becoming Full Service Schools. Management and coordination of financial support and provisioning to these schools and the coordination of the support needs of institutions, such as financial, human resources and assistive devices support in order to provide support services to learners. Ensure effective planning, monitoring, implementation and support training programmes to mentioned institutions. Coordinate the outreach services of Special Schools as Resource Centres and identified Full Service Schools

Enquiries: AA Msindwana (T) (040) 6084219

SENIOR EDUCATION SPECIALIST(SES): ECD/GET

SPECIFIC SUBJECT	DISTRICT	REFERENCE
ENGLISH INTERSEN	AMATHOLE EAST	DOE 04/11/19
LANGUAGES FOUNDATION PHASE	AMATHOLE EAST	DOE 05/11/19
ENGLISH INTERSEN(Re-Advertisement)	OR TAMBO INLAND	DOE 06/11/19
NATURAL SCIENCES INTERSEN(Re-Advertisement)	OR TAMBO INLAND	DOE 07/11/19
CREATIVE ARTS INTERSEN	OR TAMBO INLAND	DOE 08/11/19
ISIXHOSA INTERSEN	SB(GRAAF REINET)	DOE 09/11/19
MATHEMATICS FOUNDATION PHASE	SB(GRAAF REINET)	DOE 10/11/19
SOCIAL SCIENCES INTERSEN	CHRIS HANI EAST	DOE 11/11/19
MATHEMATICS INTERSEN	ORTC(LUSIKISIKI)	DOE 12/11/19
MATHEMATICS FOUNDATION PHASE	BCM(EAST LONDON)	DOE 13/11/19
MATHEMATICS INTERSEN	AMATHOLE WEST	DOE 14/11/19

Additional Requirements: Major in the Subject/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 the National Curriculum Statement and 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): FET

SPECIFIC SUBJECT	DISTRICT	REFERENCE
LIFE SCIENCES	AMATHOLE EAST	DOE 15/11/19
LIFE SCIENCES(Re-advertisement)	BCM(EAST LONDON)	DOE 16/11/19
ISIXHOSA	OR TAMBO COASTAL	DOE 17/11/19
LIFE ORIENTATION	OR TAMBO INLAND	DOE 18/11/19
LIFE ORIENTATION	CHRIS HANI EAST	DOE 19/11/19
SERVICES SUBJECTS (Consumer Studies, Hospitality Studies, Tourism)	AMATHOLE WEST	DOE 20/11/19
ACCOUNTING AND ECONOMICS	AMATHOLE WEST	DOE 21/11/19

Additional Requirements: Major in the Subject/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 the National Curriculum Statement and 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 FET 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): ASSESSMENT AND EXAMINATIONS COMPONENT: LEARNER ASSESSMENT AND EXAMINATIONS MANAGEMENT

CENTRE: BCM – DOE 22/11/19

CENTRE: OR TAMBO INLAND – DOE 23/11/19

CENTRE: CHRIS HANI WEST – DOE 24/11/19

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: District Directors – List of Addresses attached

**SENIOR EDUCATION SPECIALIST(SES): EMIS AND POLICY IMPLEMENTATION(Re-Advertisement)
COMPONENT: CURRICULUM MANAGEMENT
CENTRE: OR TAMBO INLAND(MTHATHA) – DOE 25/11/19**

Additional Requirements: Major in the Subject/Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. Hands on-experience and knowledge in teacher development and curriculum development and practice.

Competencies/Skills: Good knowledge of the relevant education Legislation, Regulations, Acts, Agreements, Policies, associated schedules and procedures. Ability to coordinate projects and processes involving the variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills.

KPA's: Co-ordinate and monitor the development & implementation of programmes, activities and projects within the Sub-Section of EMIS and Policy implementation. Planning, coordination, implementation and training of schools on electronic school administration systems such as SASAMS & Data Driven Districts. Supporting the district with statistical reports and interpretation of statistical reports. Establish clear channels of communications with schools and other stakeholders. Collects, analyse and translate data and information into knowledge for planning, decision making and reporting purpose. Manage, monitor and coordinate the collection of SASSAMS/LURITS/Data Driven Districts and datasets and ensure the smooth flow and acquisition of data. Manage, quality control and assurance of data. Coordinate training on the SASSAMS system and related tools to schools and other relevant stake holders. Ensure the overall management of the unit, including planning, budgeting and delivery of activities needed from the unit. Provide technical support to schools on matters relevant to the post.

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		
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	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 Mr Ncapai Tel: 047-5324704 Fax: 047-5323505	Lusikisiki Mr N Ncapai Tel: 039 2531065	

	Address: P/B 518 Libode 5160	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	