

CIRCULAR 25 OF 2018/19

POSTED ON: 2019/02/03, 04 & 07

CLOSING DATE: 22/02/2019

DEPARTMENT OF EDUCATION

- POST** : **CHIEF DIRECTOR: HRM & D (Ref. ECDOE 01/1/19)**
- SALARY RANGE** : **R1 189 338 Per Annum**
- SALARY LEVEL** : **14**
- CENTRE** : **Head Office–Zwelitsha**
- REQUIREMENTS** : NQF 7 as recognised by SAQA with five (5) year Senior Management Experience. Valid driver's license. Computer literacy. Good communication skills (written and verbal skills) and a good command of English language.
Recommendations: Must have work experience on SMS level within the education sector. Must have work knowledge of systems promoting teacher provisioning and utilization. Ability to strengthen and promote labour harmony. Extensive experience with Education and Public Service Labour stakeholders.
- DUTIES** : Render people planning and empowerment services: Participation, interpretation and implementation of National specific human resource policies, Develop and interpret the implementation of departmental specific human resource policy as well as input to provincial policy. Develop and maintain human resource information and knowledge management system. Provide human resource research and product development. Develop and maintain human resource plan (including EE). Coordinate organisational development interventions, job evaluation and change management, Monitor, evaluate and report on HR matters, Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA). Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment: Administration of recruitment, selection and placement. Render a PERSAL control service. Maintain staff establishments. Render people service benefits and registry service: Implementation and maintenance of systems, procedures and processes to administer people management functions. Administration of service conditions. Render an exit management service. Render personnel registry service. Provide human resource information (inclusive of statutory reporting). Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations: Manage interaction with organised labour. Ensure behaviour normalization. Deal with labour disputes. Implement strategies to prevent labour unrest. Manage training w.r.t labour relations issues.
- ENQUIRIES** : DDG: EPEM (040) 608 4200

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- POST** : **CHIEF DIRECTOR: STATUTORY ADVISORY, SERVICES (Ref. ECDOE 02/1/19)**
- SALARY RANGE** : **R1 189 338 Per Annum**
- SALARY LEVEL** : **14**
- CENTRE** : **Head Office–Zwelitsha**
- REQUIREMENTS** : NQF 7 as recognised by SAQA with five (5) year Senior Management Experience. Valid driver's license. Computer literacy. Good communication skills (written and verbal skills) and a good command of English language.
Recommendation: Must have work experience on SMS level within the education sector. Knowledge of statutory advisory services within the Education sector.
- DUTIES** : The rendering of legal and contract management services. The rendering of overall ministerial and parliamentary services. The provisioning of support to all statutory advisory councils and boards established in terms of legislation. The facilitation of community involvement in education. Co-ordination of the official publications of the department. Promote the department's corporate image and branding. Monitoring all youth and special transformation programmes including Child Affairs Desk. Ensure the provisioning of customer care services. Ensure communication and media liaison. Ensure provisioning of stakeholder management services. Ensure provisioning of event management services. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : DDG: EPEM (040) 608 4200
- POST** : **CHIEF EDUCATION SPECIALIST (CES): CURRICULUM MANAGEMENT SUPPORT (Ref. ECDOE 03/1/19)**
- SALARY RANGE** : **R861 486 Per Annum (MMS Package)**
- CENTRE** : **Curriculum Management Support and Delivery Chris Hani East**
- REQUIREMENTS** : A recognized RVQ 13 qualification, which includes professional teacher education. Minimum of 9 years teaching experience. A Valid drivers' license. Registration with SACE. Be computer literate. General knowledge understanding and experience of curriculum implementation in the FET and GET Bands, e-Learning, Library Services and Teacher Development. A thorough understanding of the background, principles and methodologies underpinning the National Curriculum Statements (NCS) in general and the Curriculum and Assessment Policy Statements (CAPS) in particular. Sound knowledge of key priorities and challenges pertaining to teaching, learning and assessment. Sound knowledge of key policies on Language in education Policy (LIEP), Assessment, Inclusive Education, e-Learning as well as the Policy on Promotion and Progression requirements. An understanding of transformational issues in education. Sound knowledge of strategic planning, problem solving and project management. Sound presentation / facilitation skills and report writing skills. Proven skills in computer literacy, materials development and training of teachers.
- DUTIES** : Ensure that the following tasks are implemented in all Public Ordinary and Special Schools: Training and development of teachers. Evaluation and support of curriculum implementation in schools. Assessment and moderation of the curriculum. Manage the planning, administration and implementation of the district school visitation programme. Develop a differentiated curriculum support plan for schools. Ensure the receipt and delivery of resource materials (LTSM). Management of curriculum information on the Data Driven District System and SASAMS. Analysis of results and the design of relevant intervention programmes to enhance learner performance. Support schools with the development of School/Subject Improvement Plans (SIP). Coordinate, manage and implement ICT Integration in the curriculum. Ensure the effective administration, management and conduct of assessment and examination processes. Ensure the implementation of national and provincial education specific Library policies. Report on the implementation of School-Based Assessment, internal- and external examinations and the implementation of the NCS on a monthly, quarterly and annually.
- ENQUIRIES** : Chief Director Cluster Coordination (040) 608 4200



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POST : **CES: IDS&G (3 POSTS)**
SALARY PACKAGE : **R861 486 per annum (MMS Package)**
CENTRE : **Institutional Management Governance and Support -Districts**

- **Amathole West Ref. ECDOE 04/1/19 (1 post)**
- **Sarah Baartman Ref ECDOE 05/1/19 (1 posts)**
- **OR Tambo Inland Ref ECDOE 06/1/19 (1 posts)**

REQUIREMENTS : A recognized RVQ 13 qualification, which includes professional teacher education. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license. 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.

DUTIES : 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 : District Director

POST : **CES: CLUSTER COORDINATION (Ref. ECDOE 07/1/19)**
SALARY PACKAGE : **R861 486 Per Annum (MMS Package)**
CENTRE : **Head Office-Zwelitsha**

REQUIREMENTS : A recognized RVQ 13 qualification, which includes professional teacher education. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license, be computer literate (Microsoft Office). Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Skills required: Strategic leadership and management. Innovative thinking. Problem solving. Project Management

DUTIES : The overall function is to provide strategic and managerial leadership as well as coordinate the implementation of programmes within the area of responsibility. This includes managing the DCEs and SEs. Implement systems and structures and present innovative ideas which are congruent with policy frameworks and plans; Ensure that management plans are followed correctly; Monitor and evaluate intervention strategies; Optimizing the utilization of human resources; Supervise, monitor and guide the implementation of PMDS; Quality assure documents and reports released; Provide an environment that creates and fosters commitment and confidence among colleagues

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and educators, while promoting the values of fairness and equity in the work place; Assist educators to identify, assess and meet the needs of learners (provide professional leadership); Disseminate and encourage the application of good practices in all areas of work; and Create and maintain sound human relations among colleagues and enhance the spirit of co-operation at all levels. Write a regular report on work performed and account to the Chief Director. Manage and oversee curriculum related projects such as the National Strategy for Learner Attainment (NSLA), the Multiple examination Opportunity (MEO) Project, the Rural, Education, Assistant Project (REAP) project, Expansion of Skills project, and all other projects of the DBE as well as those with outside agencies for the GET and FET Directorates. Planning and management of all curriculum related DBE. Oversight visits. Collate the reports of the Chief Directorate accountability sessions. Ensure that all the required reports of the Chief Directorate are quality assured and circulated once approved, to the relevant recipients. Read through all required documentation of the office and advise the Chief Director timeously of its contents. Evaluate and appraise the implementation of the curriculum by head office and districts on a quarterly basis. Conceptualize and design the following tools: balanced scorecards, monitoring tools, guidelines, business process maps, surveys and profiles for the effective management of the curriculum when required. Research information analyze data and write reports on findings. Develop PowerPoint presentations. Network with other educational directorates, non-governmental organizations and relevant stakeholders and attend meetings when required. Review and analyze the impact of interventions in the province and provide feedback. Facilitate the development and implementation of improvement strategies of designated projects. Work in tandem with other CESs in both the GET and FET Directorates.

ENQUIRIES

: District Director

POST

: **CES: EDUCATION SOCIAL SUPPORT SERVICE (Ref. ECDOE 08/1/19)**

SALARY PACKAGE

: **R861 486 Per Annum (MMS Package)**

CENTRE

: **Sarah Baartman**

REQUIREMENTS

: A recognized RVQ 13 qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. 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). Valid driver's license.

DUTIES

: Coordinates the implementation of education support activities in district offices from Chief Directorate. Oversee that staff levels at district offices are adequate to ensure efficient and effective support to institutions. Coordinate and monitor the programs and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, coordinate and support districts and institutions on physical resources. Case management: coordinates and management of the implementation decisions. Manage and coordinate the collection of data and information to facilitate districts support.

ENQUIRIES

: District Director



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- POST** : **CES: HRD and LABOUR RELATIONS (2 POSTS)**
- SALARY PACKAGE** : **R861 486 Per Annum (MMS Package)**
- CENTRE** : **Sarah Baartman Ref. ECDOE 09/1/19**
Amathole West Ref. ECDOE 10/1/19
- REQUIREMENTS** : A ND/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
- DUTIES** : 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** : District Directors
- POST** : **CES: SERVICE STANDARDS BENCHMARKING AND TOOL MAKING (REF. ECDOE 11/1/19)**
- SALARY PACKAGE** : **R 486 Per Annum (MMS Package)**
- CENTRE** : **Head Office – Zwelitsha**
- REQUIREMENTS** : A recognized RVQ 13 qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. 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. Must have advanced Ms Word and Excel computer skills. Must have good presentation skills. Must be skilled in the Monitoring Performance, Assessment Tool (MPAT) programme of government. Valid driver's license. Must have good presentation skills.
- DUTIES** : Coordinate, monitor and evaluate the functions for the Service Standards, Benchmarking sub-directorate (SSB). Coordinate monitor a team of coordinators to train and implement the District survey, principal's perception survey and delivery improvement plan. To manage the budget for the implementation of the SSB sub-directorate. Ensure the completion and submission of the SSB District reports for planning. Knowledge of the WSE and Whole School Development. Come up with innovative ideas to implement the objectives of the Quality promotion and Standard. To represent and present reports of the sub-directorate and directorate in various levels of education. To represent and present the discussion, papers and reports on all issues and activities of WSE and SSE on various levels in education and stakeholders.
- ENQUIRIES** : Mr. Masoeu (040) 608 4200



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- POST** : **EDUCATION DEVELOPMENT OFFICERS (18 POSTS)**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Districts**
- **OR Tambo Coastal Ref. ECDOE 12/1/19 (4 posts)**
 - **Amathole East Ref. ECDOE 13/1/19 (2 posts)**
 - **Buffalo City Metro Ref. ECDOE 14/1/19 (1 post)**
 - **Sarah Baartman Ref. ECDOE 15/1/19 (3 posts)**
 - **Alfred Nzo East Ref. ECDOE 16/1/19 (1 post)**
 - **Nelson Mandela Bay Metro Ref. ECDOE 17/1/1 (2 posts)**
 - **Amathole West Ref. ECDOE 18/1/19 (5 post)**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. 5 years minimum management experience as a Principal of a top performing school. • Must be registered with SACE • Hands-on experience and knowledge of teacher development and curriculum policy implementation practices. • 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 • A valid driver's license.
- DUTIES** : 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 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 school's capacity to maintain a fair labour environment. • Conduct performance contracting, reviewing and appraisals of school principals.
- ENQUIRIES** : District Directors (040) 608 4200
- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST (DCES): TECHNOLOGY:**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET) specifically focussing on Technology in Grades 7 to 9. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.
- DUTIES** : Provide leadership in the subject Technology in grades 7 to 9 throughout the province. Ensure the coordination and implementation of the CAPS in this subject to all subject advisors and teachers Grades 7-9. Ensure the coordination and implementation of School Based Assessment and external assessments. Responsible for the



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management of activities pertaining to the MST Strategy. 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 for Internes.

ENQUIRIES

: Ms G Koopman (040) 608 4200

POST

: **DCES: ECD & FOUNDATION PHASE (Ref. ECDOE 20/1/19)**

SALARY PACKAGE

: **R 482 706 Per Annum (OSD)**

CENTRE

: **Head Office – Zwelitsha**

REQUIREMENTS

: A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET) specifically focussing on Languages (English & Afrikaans) Grades R-3. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of educational policies e.g. Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.

DUTIES

: Provide leadership in ECD & Foundation Phase in Grades R to 3 throughout the province; Ensure the coordination and implementation of the CAPS in the subject: Languages (English & Afrikaans) to all subject advisors and teachers Grades R-3. 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 on 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: ECD/Foundation Phase.

ENQUIRIES

: Ms Koopman (040) 608 4200

POST

: **DCES: ECD & FOUNDATION PHASE (Ref. ECDOE 21/1/19)**

SALARY PACKAGE

: **R 482 706 Per Annum (OSD)**

CENTRE

: **Head Office - Zwelitsha**

REQUIREMENTS

: A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET) specifically focussing on Mathematics (Grades R-3). Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g. Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan



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- strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.
- DUTIES** : Provide leadership in ECD & Foundation Phase in Grades R to 3 throughout the province; Ensure the coordination and implementation of the CAPS in the subject: Mathematics to all subject advisors and teachers Grades R-3. 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 on 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: ECD/Foundation Phase.
- ENQUIRIES** : Ms G Koopman (040) 608 4200
- POST** : **DCES: ECD & FOUNDATION PHASE (Ref. ECDOE 22/1/19)**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **OR Tambo Coastal**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET) Grades R to 3. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.
- DUTIES** : Manage the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools within the Education District. Manage and coordinate the effective training and development of teachers within the District. Ensure the monitoring and support of curriculum implementation within Public Ordinary and Special Schools. Manage the Moderation and Assessment of Curriculum Implementation. Manage and facilitate the planning, administration and financial processes in the division. Perform managerial tasks regarding the staff in the Intermediate and Senior Phase. Work towards the attainment of educational outcomes in relation to schooling 2025: Action Plan 2014. Co-ordinate and manage the setting, planning, implementation and achievement of targets for the Phase/ Subject in districts and schools. Co-ordinate the development of Subject Improvement Plans for the district and schools in the Phase and GET Band.
- ENQUIRIES** : Ms G Koopman (040) 608 4200
- POST** : **DCES: NATURAL SCIENCE INTERMEDIATE & SENIOR PHASE (Ref. ECDOE 23/1/19)**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. Sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum; A



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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 for General Education and Training (GET) specifically focussing on Natural Science and Technology in Grades 4 to 9. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.

- DUTIES** : Provide leadership in the subject Natural Science & Technology in grades 4 to 9 throughout the province. Ensure the coordination and implementation of the CAPS in this subject to all subject advisors and teachers Grades 4-9. Ensure the coordination and implementation of School Based Assessment and external assessments. Responsible for the management of activities pertaining to the MST Strategy. 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 on 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 for Intersen.
- ENQUIRIES** : Ms G Koopman (040) 608 4200

- POST** : **DCES: MATHEMATICS INTERMEDIATE PHASE**
- SALARY PACKAGE** : **(Ref. ECDOE 24/1/19)**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** :

A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET) specifically focussing on Mathematics in Grades 4 to 6. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.

- DUTIES** : Provide leadership in the subject Mathematics in grades 4 to 6 throughout the province. Ensure the coordination and implementation of the CAPS in this subject to all subject advisors and teachers Grades 4-9. Ensure the coordination and implementation of School Based Assessment and external assessments. Responsible for the management of activities pertaining to the MST Strategy. 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 on 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 for Internes.
- ENQUIRIES** : Ms. G Koopman (040) 608 4200

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- POST** : **DCES: LANGUAGES (ENGLISH & AFRIKAANS) (Ref. ECDOE 25/1/19)**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET) specifically focussing on Languages: (English & Afrikaans) in Grades 4 to 9. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.
- DUTIES** : Provide leadership in the subject Languages: (English & Afrikaans) in Grades 4 to 9 throughout the province. Ensure the coordination and implementation of the CAPS in this subject to all subject advisors and teachers Grades 4-9. Ensure the coordination and implementation of School Based Assessment and external assessments. Responsible for the management of activities pertaining to the MST Strategy. 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 for Internes.
- ENQUIRIES** : Ms G Koopman (040) 608 4200
- POST** : **DCES: INTER/SEN PHASE CURRICULUM COORDINATOR (GRADE 4-9)**
(Ref. ECDOE 26/1/19)
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Sarah Baartman**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training. (GET) Grades 4 to 9. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.
- DUTIES** : Manage the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools within n the Education District. Manage and coordinate the effective training and development of teachers within the District. Ensure the monitoring and support of curriculum implementation within Public Ordinary and



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Special Schools. Manage the Moderation and Assessment of Curriculum Implementation. Manage and facilitate the planning, administration and financial processes in the division. Perform managerial tasks regarding the staff in the Intermediate and Senior Phase. Work towards the attainment of educational outcomes in relation to schooling 2025: Action Plan 2014. Co-ordinate and manage the setting, planning, implementation and achievement of targets for the Phase/ Subject in districts and schools. Co-ordinate the development of Subject Improvement Plans for the district and schools in the Phase and GET Band.

ENQUIRIES : District Director

POST : **DCES: IN SCHOOL SPORTS, MUSIC AND HOSTELS (Ref. ECDOE 27/1/19)**

SALARY PACKAGE : **R 482 706 Per Annum (OSD)**

CENTRE : **Sarah Baartman**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's license. Knowledge: Knowledge and understanding of all relevant National and Provincial Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and experience in teacher and materials development. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of the Language in Education Policies. Knowledge and understanding of ICT. Knowledge and Information Management. Knowledge and understanding of the organisational structure and operational model of WCED. Knowledge of Finance (PFMA). Skills: Strong verbal and written communication skills. Analytical and report writing skills. Computer skills (MS Word, Power Point, Excel). Facilitation and Presentation skills. Project planning and organizing skills. Monitoring, evaluation and development skills. Finance Skills.

DUTIES : Manage the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools within the Education District. Manage and coordinate the effective training and development of Teachers within the District. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Manage the Moderation and Assessment of Curriculum Implementation. Manage and facilitate the planning, administration and financial processes in the division. Perform managerial tasks regarding the staff in the Intermediate Phase Division

ENQUIRIES : District Director

POST : **DCES: GET (Ref. ECDOE 28/1/19)**

SALARY PACKAGE : **R 482 706 Per Annum (OSD)**

CENTRE : **Head Office-Zwelitsha**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. Sound knowledge of a 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 for General Education and Training (GET) specifically focussing on Mathematics in Grades 7 to 9. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; Strong communication skills both orally and in writing; Ability to work under pressure

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and willingness to work extra hours. Have strong analytical, data mining and research skills. Knowledge and understanding of ICT in Education.

DUTIES : Provide leadership in the subject Mathematics in Grades 7 to 9 throughout the province. Ensure the coordination and implementation of the CAPS in this subject to all subject advisors and teachers Grades 7-9. Ensure the coordination and implementation of School Based Assessment and external assessments. Responsible for the management of activities pertaining to the MST Strategy. 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 on 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 for Intersen

ENQUIRIES : Ms. G Koopman (040) 608 4200

POST : **DCES: LIFE SCIENCES: FET (Ref. ECDOE 29/1/19)**

SALARY PACKAGE : **R 482 706 Per Annum (OSD)**

CENTRE : **Head Office - Zwelitsha**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 Life Sciences Grades 10 to 12. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education

DUTIES : Provide leadership in the subject Life Sciences 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.

ENQUIRIES : Ms..G Koopman (040) 608 4200

POST : **DCES: LIFE ORIENTATION AND RELIGION STUDIES: FET (Ref. ECDOE 30/1/9)**

SALARY PACKAGE : **R 482 706 Per Annum (OSD)**

CENTRE : **Head Office-Zwelitsha**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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



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processes in education; A sound knowledge, understanding and experience of the National Curriculum Statement (NCS) - CAPS in the FET Band specifically focussing on Life Orientation & Religion Studies Grades 10 to 12. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g.: Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.

DUTIES : Provide leadership in the subject Life Orientation & Religion Studies 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.

ENQUIRIES : Ms G Koopman (040) 608 4200

POST : **DCES: FET BAND (Ref. ECDOE 31/1/19)**

SALARY PACKAGE : **R 482 706 Per Annum (OSD)**

CENTRE : **Head Office-Zwelitsha**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 Mathematical Literacy Grades 10 to 12. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of Educational policies e.g. Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.

DUTIES : Provide leadership in the subject Mathematical Literacy Grades 10 to 12 throughout the province. Ensure the coordination and implementation of the CAPS in this subject to all subject advisors and teachers Mathematical Literacy 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.

ENQUIRIES : Ms G Koopman (040) 608 4200



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POST : **DCES: EDUCATION SOCIAL SUPPORT SERVICES HIV/AIDS, LIFE KILLS & SNP CO-ORDINATOR (Ref. ECDOE 32/1/19)**

SALARY PACKAGE : **R 482 706 per Annum (OSD)**

CENTRE : **Amathole West**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; 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, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages.

DUTIES : To monitor and facilitate education support programs towards HIV/AIDS/Life skills programs activities in the unit and social planning. Facilitate and coordinate the implementation of integration of HIV/AIDS in the curriculum. The implementation of a white paper 6. The facilitation of interpretation and implementation of policies with regard to HIV/AIDS education. The implementation of strategies for supporting learners with barriers to learning and all schools in the district. The coordination and implementation of programs on HIV/AIDS and life skills, safety in schools, health advisory committee in schools. Communicates with district officials, institutions on HIV/AIDS programs. The formulation of relevant policies for educational matters and community development. To supervise the implementation of nutrition program.

ENQUIRIES : District Director

POST : **DCES: LANGUAGES (FOUNDATION PHASE) (Ref. ECDOE 33/1/19)**

SALARY PACKAGE : **R 482 706 Per Annum (OSD)**

CENTRE : **Head Office-Zwelitsha**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET) specifically focussing on Languages (IsiXhosa & Sesotho) Grades R-3. Experience in providing curriculum support and intervention programmes in districts and schools. Knowledge, understanding and implementation of educational policies e.g. Assessment, Language in Education (LiEP), Education White paper 6, e-Learning etc.; Ability to plan strategically, developing teachers and working with projects; A good understanding of matrix management; Computer literate in Word, Power Point, Excel programmes etc.; 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 ICT in Education.

DUTIES : Provide leadership in ECD & Foundation Phase in Grades R to 3 throughout the province; Ensure the coordination and implementation of the CAPS in the subject: Languages (IsiXhosa & Sesotho) to all subject advisors and teachers Grades R-3. Ensure the coordination and implementation of School Based Assessment and external assessments. Develop learning and teaching support materials in this subject



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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 on 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: ECD/Foundation Phase.

ENQUIRIES : Ms. G Koopman (040) 608 4200

POST : **DCES: LEARNER ASSESSMENT AND EXAMINATION (4 POSTS)**
SALARY PACKAGE : **R 482 706 Per Annum (OSD)**
CENTRE : **Districts**

- **Amathole East Ref. ECDOE 34/1/19**
- **Sarah Baartman Ref. ECDOE 35/1/19**
- **OR Tambo Coastal Ref. ECDOE 36/1/19 (2 posts)**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's licence. 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 for General Education and Training (GET). Evidence of experience in managing curriculum support and intervention programmes in districts and schools. Knowledge; understanding and implementation of Education policies e.g.: Assessment, Language in Education, Education White paper 6, e-Learning etc.; Proven experience in managing people, projects and finances and the ability to plan strategically; A good understanding of Matrix management; 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, Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum transformation, teaching, learning and assessment methodologies particularly in Languages. Knowledge and understanding of ICT in Education, as it relates to the teaching and learning of Languages.

DUTIES : Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: 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 utilisation of resources and information services; and 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; and Any other reasonable function assigned by the employer within the job.

ENQUIRIES : District Directors

POST : **DCES: CURRICULUM MANAGEMENT AND SUPPORT (2 POSTS)**
SALARY PACKAGE : **R 482 706 Per Annum (OSD)**
CENTRE : **Districts**

- **Amathole East Ref. ECDOE 37/1/19**
- **OR Tambo Inland Ref. ECDOE 38/1/19**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's license. Competencies/skills: Sound knowledge and



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understanding of the NQF and the NCS in GET. A thorough understanding of the principles and teaching methodologies 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. Good management and leadership skills. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook.

DUTIES : 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 : District Directors

POST : **DCES: CURRICULUM ADAPTATION (VOCATIONAL AND OCCUPATIONAL) (Ref. ECDOE 39/1/19)**

SALARY PACKAGE : **R 482 706 Per Annum (OSD)**

CENTRE : **Head Office - Zwelitsha**

REQUIREMENTS : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Eight years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. 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 phase. A thorough understanding of the principles and teaching methodology underpinnings Outcomes Based Education (OBE) and Outcomes Based Assessments. Experience in the development of curriculum materials. Knowledge of national provincial curriculum development practices. 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

DUTIES : 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 : Ms G Koopman (040) 608 4200



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- POST** : **DCES: FET SUB-DIRECTORATE: CURRICULUM MANAGEMENT & DELIVERY (Ref. ECDOE 40/1/19)**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Buffalo City Metro**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. A valid driver's license. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.
- DUTIES** : Co-ordinate and monitor the development & implementation of programmes, activities and projects within a specific subject. Co-ordinate, monitor and ensure implementation, maintenance and support of the subject programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Ensure the coordination, promotion, and implementation of policy based on a bias-free assessment system.
- ENQUIRIES** : District Director
- POST** : **DCES: WHOLE SCHOOL EVALUATION (Ref. ECDOE 41/1/19)**
- SALARY PACKAGE** : **R 482 706 Per Annum (OSD)**
- CENTRE** : **Head Office-Zwelitsha**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. Must have good Ms Word and Excel computer skills. Must have good presentation skills. Must possess skills in Monitoring, Evaluation and Reporting. A valid driver's license.
- DUTIES** : Must possess knowledge either of the three functions: Humanities, Primary School, Commercial subjects and Management. Train various Districts and teachers on the activities of the Whole School Evaluation and Whole School Development. Coordinate, monitor and evaluate School Self Evaluation and the School Improvement Plan. Write and submit reports on the evaluation of Mathematics and Science in the External Whole School Evaluation. Write and submit full individual WSE and SSE reports. Manage the budget allocation for training, monitoring and evaluation of WSE and SSE. Represent and present the discussion, papers and reports on all issues and activities of WSE and SSE on various levels in education and stakeholders.
- ENQUIRIES** : Ms G Koopman (040) 608 4200
- POST** : **SENIOR EDUCATION SPECIALIST (SES): IDS&G(3 POSTS)**
- SALARY PACKAGE** : **R391 677 Per Annum (OSD)**
- CENTRE** : **Districts**
- **Alfred Nzo West Ref. ECDOE 42/1/19**
 - **OR Tambo Coastal Ref. ECDOE 43/1/19**
 - **Nelson Mandela Bay Metro Ref. ECDOE 44/1/19**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. Majoring in the 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. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.
- DUTIES** : Co-ordinate and monitor the development & implementation of programmes, activities



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and projects within a specific subject. Co-ordinate, monitor and ensure implementation, maintenance and support of the subject programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Ensure the coordination, promotion, and implementation of policy based on a bias-free assessment system.

ENQUIRIES

: District Directors

POST

: **SES: CURRICULUM MANAGEMENT SUPPORT (INFORMATION COMMUNICATION TECHNOLOGY IN CURRICULUM-E LEARNING) (2 POSTS)**

SALARY PACKAGE

: **R391 677 Per Annum (OSD)**

CENTRE

: **Districts**

- **OR Tambo Inland Ref. ECDOE 45/1/19**
- **Nelson Mandela Bay Metro Ref. ECDOE 46/1/19**

REQUIREMENTS

: A recognized RVQ 13 qualification in the education profession, which includes a minimum of 8 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Registration with SACE. Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management. Competencies/skills: Sound knowledge and understanding of the NQF, the NCS in GET. A thorough understanding of the policies, principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook

DUTIES

: Provide overall leadership for the development and implementation of e-learning in schools. Co-ordinate the establishment and maintenance of e-learning committees. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-site school support visits for schools and teachers on e-learning. Co-ordinate the selection and utilization of appropriate hardware and software for e-learning. Represent the province in National and other relevant e-learning forums. Ensure effective planning implementation monitoring and evaluation of e-learning policies and facilitate the resolution of all queries on e-learning by schools and teacher. Co-ordinate and facilitate the participation of the District in all e-learning projects and programmes. 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 e-learning. Integrate e-learning in GET and FET Bands

ENQUIRIES

: District Directors

POST

: **SES: CURRICULUM MANAGEMENT SUPPORT (LEARNER ASSESSMENT AND EXAMS) (10 POSTS)**

SALARY PACKAGE

: **R391 677 Per Annum (OSD)**

CENTRE

: **Districts**

- **Nelson Mandela Bay Metro Ref. ECDOE 47/1/19**
- **Alfred Nzo West Ref. ECDOE 48/1/19**
- **Amathole East Ref. ECDOE 49/1/19 (2 posts)**
- **Joe Gqabi Ref. ECDOE 50/1/19**
- **OR Tambo Inland Ref. ECDOE 51/1/19**
- **Sarah Baartman Ref. ECDOE 52/1/19**
- **Chris Hani East Ref. ECDOE 53/1/19 (2 posts)**
- **Amathole West Ref. ECDOE 54/1/19**
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- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Registration with SACE. Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management. Competencies/skills: Sound knowledge and understanding of the NQF, the NCS in GET. A thorough understanding of the policies, principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook
- DUTIES** : Provide overall leadership for the development and implementation of curriculum in the Phase/Learning Area. Coordinate the establishment and maintenance of district-based Phase/Learning Area Committees. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-site school support visits for schools and teachers in the Phase/Learning Area. Co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area. Represent the district at provincial and other relevant curriculum forums. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies and facilitate the resolution of all queries on the curriculum by schools and teachers. 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 national and/or provincial DoE or in conjunction with outside agencies. 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. Manage and administer all CASS related activities in the Phase/Learning Area. Develop support programmes and materials to address identified curricular needs of teachers.
- ENQUIRIES** : District Directors
- POST** : **SES: CURRICULUM MANAGEMENT SUPPORT (OPERATION AND RESOURCING: FET BAND AND ABET CENTRE) (4 POSTS)**
- SALARY PACKAGE CENTRE** : **R391 677 Per Annum (OSD)**
: **Districts**
- **Chris Hani East Ref. ECDOE 55/1/19**
 - **Alfred Nzo West Ref. ECDOE 56/1/19**
 - **Nelson Mandela Bay Metro Ref. ECDOE 57/1/19**
 - **OR Tambo Inland Ref. ECDOE 58/1/19**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Registration with SACE. Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management. Competencies/skills: Sound knowledge and understanding of the NQF, the NCS in GET. A thorough understanding of the policies, principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook
- DUTIES** : Provide overall leadership for the development and implementation of curriculum in the Phase/Learning Area. Coordinate the establishment and maintenance of district-based Phase/Learning Area Committees. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-



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site school support visits for schools and teachers in the Phase/Learning Area. Co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area. Represent the district at provincial and other relevant curriculum forums. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies and facilitate the resolution of all queries on the curriculum by schools and teachers. 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 national and/or provincial DoE or in conjunction with outside agencies. 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. Manage and administer all CASS related activities in the Phase/Learning Area. Develop support programmes and materials to address identified curricular needs of teachers.

ENQUIRIES

: District Directors

POST

: **SES: CURRICULUM MANAGEMENT SUPPORT
(ECD/GET) (8 POSTS)**

SALARY PACKAGE

: **R391 677 Per Annum (OSD)**

CENTRE

: **OR Tambo Inland Ref. ECDOE 59/1/19 (2 posts)
Buffalo City Metro Ref. ECDOE 60/1/19
Chris Hani East Ref. ECDOE 61/1/19
Amathole East Ref. ECDOE 62/1/19 (2 posts)
Joe Gqabi Ref. ECDOE 63/1/19
Alfred Nzo East Ref. ECDOE 64/1/19**

REQUIREMENTS

: A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Registration with SACE. Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management. Competencies/skills: Sound knowledge and understanding of the NQF, the NCS in GET. A thorough understanding of the policies, principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook

DUTIES

: Provide overall leadership for the development and implementation of curriculum in the Phase/Learning Area. Coordinate the establishment and maintenance of district-based Phase/Learning Area Committees. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-site school support visits for schools and teachers in the Phase/Learning Area. Co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area. Represent the district at provincial and other relevant curriculum forums. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies and facilitate the resolution of all queries on the curriculum by schools and teachers. 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 national and/or provincial DoE or in conjunction with outside agencies. 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. Manage and administer all CASS related activities in the Phase/Learning Area. Develop support programmes and materials to address identified curricular needs of teachers.

ENQUIRIES

: District Directors



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- POST** : **SES: CURRICULUM MANAGEMENT (FET) Ref. ECDOE 65/1/19)**
- SALARY PACKAGE** : **R391 677 Per Annum (OSD)**
- CENTRE** : **IsiXhosa Internes – OR Tambo Coastal**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. 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.
- DUTIES** : 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 Director
- POST** : **SES: CURRICULUM MANAGEMENT (GET) (Ref. ECDOE 66/1/19)**
- SALARY PACKAGE** : **R391 677 Per Annum (OSD)**
- CENTRE** : **Maths Foundation Phase – OR Tambo Coastal**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid driver's license. **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 FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.
- DUTIES** : 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



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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 Director

POST

: **SES: ECD/GRADE R (Ref. ECDOE 67/1/19)**

SALARY PACKAGE

: **R391 677 Per Annum (OSD)**

CENTRE

: **Sarah Baartman**

REQUIREMENTS

: A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. Hand on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License. Co-ordinate, monitor and ensure implementation, maintenance and support of the learning area programmes, activities and projects within a specific learning area. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Promote the implementation of policy based on a bias-free assessment system. Implement policy and guidelines that ensure multi-level and multi-functional assessment practices. Assist educators in developing and using a variety of assessment methods, tools and techniques. Assist educators in the implementation of continuous assessment. Promote and ensure the use of assessment practices to accommodate barriers experienced by learners. Ensure the implementation of guidelines on benchmarking portfolios and for profiles in case of expulsion and transfer. Collect and maintain data on learner performance and resources. Monitor learner performance and identify interventions and resource needs. Promote the development of extracurricular PROGRAMMES.

ENQUIRIES

: District Director

POST

: **SES: ECD & FOUNDATION PHASE (LANGUAGES: SESOTHO) (Ref. ECDOE 68/1/19)**

SALARY PACKAGE

: **R391 677 Per Annum (OSD)**

CENTRE

: **Alfred Nzo West**

REQUIREMENTS

: A recognized RVQ 13 qualification in the education profession, which a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. Hand on experience, knowledge and understanding of NCS, CAPS (Curriculum and Assessment Policy). An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License. Evidence of experience and in-depth knowledge and understanding of Sesotho. Computer literate in Word, PowerPoint and Excel

DUTIES

: Co-ordination of the implementation of curriculum and assessment frameworks. Mediation of National and provincial policies. Capacity building programmes for the teachers. Development and implementation of appropriate intervention programmes. Ability to work independently as well as a member of the team. Generation of programmes and project report. Assist educators in developing and using a variety of assessment methods, tools and techniques.

ENQUIRIES

: Ms G Koopman (040) 608 4200



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- POST** : **SES: FET SOTHO -LANGUAGES) (Ref. ECDOE 69/1/19)**
- SALARY PACKAGE** : **R391 677 Per Annum (OSD)**
- CENTRE** : **Joe Gqabi**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. Hand on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, NSC and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. An Honors or master's degree in qualification in subject will be an added advantage. Valid Driver's License. Computer literacy
- DUTIES** : Provide leadership for the co-ordination, development and implementation of the subject/field. 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** : Ms. G Kooopman (040) 608 4200
- POST** : **SES: EMIS AND POLICY IMPLEMENTATION REF. ECDOE 70/1/19)**
- SALARY PACKAGE** : **R391 677 Per Annum (OSD)**
- CENTRE** : **OR Tambo Inland - Mthatha**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid driver's license. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license.
- DUTIES** : 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 communication with schools and other stakeholders. Collects, analyze and translate data and information into knowledge for planning, decision making and reporting purpose. Manage, monitor and coordinate the collection of SASAMS/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 SASAMS 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 Director



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- POST** : **SES: EXTRA CURRICULAR ENRICHMENT (2 POSTS)**
SALARY PACKAGE : **R391 677 Per Annum (OSD)**
CENTRE : **Districts**
- **Chris Hani East - Ngcobo Ref. ECDOE 71/1/19**
 - **OR Tambo Inland - Mthatha Ref. ECDOE 72/1/19**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. Majoring in the Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. Must be registered with SACE. Hands on experience and knowledge of extra – curricular programmes in schools. A sound knowledge of legislative framework related to school programmes within and outside the classroom. An understanding of transformation issues and capacity building processes in education. An ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. Computer literate. Valid Driver's License.
- DUTIES** : Co-ordinate, monitor and ensure implementation of Education Support System programmes. Support the implementation of Extra Curricular programmes including Sports, Arts and Culture in schools. Ensure health promoting environments in institutions (e.g. HIV/AIDS, School health) are implemented. Promote and ensure participation in all extra-curricular programmes. Collect and maintain data on learner and educator performance and participation.
- ENQUIRIES** : District Directors

- POST** : **ASSISTANT MANAGER: COMMUNITY LIAISON AND CUSTOMER CARE (EVENT MANAGEMENT) (Ref: ECDOE 73/1/19)**
SALARY PACKAGE : **R 356 289 Per Annum**
SALARY LEVEL : **9)**
CENTRE : **Head Office–Zwelitsha**
REQUIREMENTS : An NQF Level 7 qualification in Public Relation/Communication/Public Administration with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Customer Care/Community Liaison or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Customer Care/Community Liaison. A post degree qualification on the above will be an added advantage. A valid driver's license. Proven Computer Literacy. Clear understanding of Government Legislation. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations
- DUTIES** : Supervise the provisioning of event management services; develop and maintain the standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Mr. L Pulumani @(040) 608 4494

- POST** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT, LOGISTICS AND AUXILIARY SERVICES (SCM) (6 POSTS)**
SALARY PACKAGE : **R 356 289 Per Annum (Level 9)**
CENTRE : **Districts:**
- **OR Tambo Coastal Ref: ECDOE 74/1/19 (2 posts)**
 - **Amathole West Ref: ECDOE 75/1/19 (2 posts)**
 - **OR Tambo Inland Ref: ECDOE 76/1/19**
 - **Nelson Mandela Bay Metro Ref: ECDOE 77/1/19**



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REQUIREMENTS : An NQF Level 7 qualification in the Purchasing Management/Public Administration/Financial/Logistics Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of SCM or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of SCM. A post degree qualification on the above will be an added advantage. Conversant with Legislative frameworks and tools governing SCM in Public. A valid Code 8 driver's license. Proven Computer Literacy. Clear understanding of Government Legislation. Good communication skills written and verbal skills) and a good command of English language. Must be computer literate in MS Office, LOGIS, BAS and asset management information system. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations

DUTIES : Provision of Logistic and Stores Management Services; Implement integrated strategy, policies and procedure for logistics and inventory management. Provide district inventory and stores management services. Provide Moveable and Immoveable Asset Management and Disposal Services; Maintain asset and disposal management policies, procedures and delegations. Plan and manage the acquisition and optimal utilization of movable assets and leasing thereof. Manage, develop, maintain and reconcile the district movable asset register including internal transfers. Establish loss and damage prevention and other control strategies. Provide disposal management services. Provide District Fleet Management Services; Manage, develop and maintain the departmental fleet management policy, procedures as per delegations. Manage, coordinate and administer the provisioning of fleet management. Monitor and evaluate and report on the utilization of the departmental fleet. Manage the Resources of The Sub-Directorate in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Management, maintenance and safekeeping of assets.

ENQUIRIES : District Directors

POST : **ASSISTANT DIRECTOR: FINANCIAL PLANNING (SCHOOL FINANCE) (4 POSTS) (Ref: ECDOE 78/1/19)**

SALARY PACKAGE : **R 356 289 Per Annum (Level 9)**

CENTRE : **Head Office - Zwelitsha**

REQUIREMENTS : NQF Level 7 qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the of Finance. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices., Financial Management Systems (PERSAL, BAS & LOGIS) courses attended. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES : Provide public financial management to schools; Provide support to schools in the development of generic school financial requirements. Develop school financial reporting mechanism and tools. Provide support in the coordination of reporting on school financial accountability. Provide support in monitoring submissions of AFS,



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Payroll Certification, PFMA Compliance Certificates. Provide public finance management inspections at schools. Provide support in monitoring of school budget processes; Coordinate the integration of PERSAL and SASAMS for budget purposes. Provide support in the compilation of expenditure reports. Provide support in the compilation of budget estimates for submission to the District office. Provide support in the monitoring of unspent funds. Provide support in the development of budget monitoring tools and policy framework.

ENQUIRIES

: Mr N Skalk (040) 608 4200

POST

: **ASSISTANT DIRECTOR: HR DEVELOPMENT (Ref: ECDOE 79/1/19)**

SALARY PACKAGE

: **R 356 289 Per Annum (Level 9)**

CENTRE

: **OR Tambo Coastal**

REQUIREMENTS

: An NQF Level 7 qualification in Public Management/HRD with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of HRD or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of HRD. A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES

: Administer the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitoring of the implementation of IQMS and the PMDS policy frameworks. Administer the Departmental performance management system for public service employees and office-based educators. Analyze the performance management trends. Provide technical support and advice to moderating structure and senior management. Provide secretariat support services to the district moderating structures. Administer the implementation of the educator skills Development plan. Consolidate the development educator skills development plan. Coordinate educator training on national education accredited skills. Evaluate and report on the impact of education capacity development programmes. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. Administer the implementation of Public Service Act (PSA) Skills Development plan. Consolidate PSA skills development plan. Coordinate relevant PSA training programmes for PSA employed personnel. Coordinate monitoring of optimal utilization of the skills levy for PSA staff. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. Coordinate the implementation of district bursary learnership and internship programme; Implement the Departmental bursary, learnership and internship policy framework. Implement of bursary, internship and learner 'ship programmes. Provide support on the compilation of district impact of bursary learner 'ship and internship programmes report. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: District Director



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- POST** : **ASSISTANT DIRECTOR: LABOUR RELATIONS (2 POSTS)**
- SALARY PACKAGE** : **R 356 289 Per Annum**
- SALARY LEVEL** : **9**
- CENTRE** : **Districts**
- **OR Tambo Inland Ref. ECDOE 80/1/19**
 - **Amathole West Ref. ECDOE 81/1/19**
- REQUIREMENTS** : An NQF Level 7 qualification in Human Resource Management or Labour Relations / Industrial Relations or Labour Law with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Labour Relations or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Labour Relations. A post degree qualification on the above will be an added advantage. The applicant should have computer literacy skills in Microsoft Word, PowerPoint and Excel. A valid Code 8 driver's license. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities. Bargaining and mediating skills are an added advantage.
- DUTIES** : Keep and collate all data and information relating Labour Relations activities in the District. Compile monthly reports on discipline, grievances and disputes. Be able to represent the Department in disciplinary hearings and arbitrations. Have vast knowledge of labour relations policies for both Public Servant Act employees and Educators. Work with HR, relevant units and all unions on all matters concerning labour relations. Be familiar with collective agreements.
- ENQUIRIES** : District Directors
- POST** : **ASSISTANT MANAGER: PAYMENT SERVICES (FINANCE) (4 POSTS)**
- SALARY PACKAGE** : **R 356 289 Per Annum**
- SALARY LEVEL** : **9**
- CENTRE** : **Districts:**
- **OR Tambo Inland Ref. ECDOE 82/1/19**
 - **OR Tambo Coastal Ref. ECDOE 83/1/19 (2 posts)**
 - **Amathole West Ref. ECDOE 84/1/19**
- REQUIREMENTS** : An NQF Level 7 qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. Proven Computer Literacy (Ms Word, Ms Excel & PowerPoint). A valid Code 8 driver's license. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System), Logis (Logic integrated system) and Persal; A valid Code 8 driver's license. Skills and Competencies: Communication skills; Sound report writing; Ability to work under pressure; Analytical and problem-solving skills.
- DUTIES** : Manage Sundry and Creditor payments. Ensure the correct and timeous payment of Suppliers. Conduct Creditor's reconciliations, Management of reporting including Accruals, 30 days reports (IYM) etc. Authorization of BAS/LOGIS and PERSAL Payments. Management of the Payroll, Allowances Payable and Subsistence and Travel claims units. Understand Internal Financial inspections and Audits regarding Financial Accounting Systems, Receive and process Audit queries and implement corrective measures. Implementation of Internal control measures; Ensure Document and Records management; Manage and control subordinates. Provide effective people management.
- ENQUIRIES** : District Directors



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- POST** : **ASSISTANT DIRECTOR: SUPPORT IN THE OFFICE OF THE CHIEF DIRECTOR (2 POSTS)**
- SALARY PACKAGE** : **R 356 289 Per Annum (Level 9)**
- CENTRES** : **Head Office Strategic Planning– Zwelitsha (Ref. ECDOE 85/1/19)**
Head Office Cluster A-Zwelitsha (Ref. ECDOE 86/1/19)
- REQUIREMENTS** : An NQF Level 7 qualification Office Administration with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of office administration or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Office Administration. A post degree qualification on the above will be an added advantage. Proven Computer Literacy (Ms Word, Ms Excel & PowerPoint). A valid Code 8 driver's license. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations
- DUTIES** : Consolidation of monthly compliance reports for the relevant Chief Directorate for submission to relevant stakeholders. Implementation and management of appropriate and adequate administration systems and processes within the office, and effective management of the office of the relevant Chief Director. Organizing and planning the meetings of the Chief Director and recording minutes. Managing office budget and compiling monthly expenditure reports and Procurement Plans. Ensuring compliance to departmental prescripts/policies in the office of the Chief Director. Manage all staff under his or her supervision.
- ENQUIRIES** : Mr T Masoeu (Strategic Planning) & Mr. Mtyda (Cluster A) (040) 608 4200

- POST** : **ASSITANT DIRECTOR: SCM (ACQUISITIONS AND DEMAND) (Ref. ECDOE 87/1/19)**
- SALARY PACKAGE** : **R 356 289 Per Annum**
- SALARY LEVEL** : **9**
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** : An NQF Level 7 qualification Purchasing Management / Public Administration/Financial/Logistics Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of SCM or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Supply Chain Management. Proven Computer Literacy. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Sound knowledge of and practical working experience on LOGIS &BAS and interpretation of the system generated reports. Practical knowledge of managing three bid committees. Good interpersonal, verbal, writing communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.
- DUTIES** : Coordinate demands relating to SCM needs, conduct needs analysis and ensure that the industry has been analyzed (benchmarking) to ensure value for money; Consolidate procurement inputs from line managers, compile and maintain an Annual Procurement Plan(APP) based on strategic objectives of the Department; Link APP with budget, Compile bid documents & specifications with end-users and acquisition management; Standardize and simplify the Terms of Reference process to expedite the overall process; Liaise, correspond, advise and meet with Directorates with regard to demand requirements, Lead a team and hands on when procurement of goods services and works is made. Administer price quotations and bids; provide secretariat (administrative) support to Bid committees as a representative of SCM. Ensure compliance with SCM policy and procedures. Ensure that planned target dates to obtain goods & services and works are met. Safe keeping of SCM documents and updating of a bid register with the status of the project. Provide constant feedback to customers and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development
- ENQUIRIES** : Mr M Harmse (040) 608 4200



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- POST** : **ASSISTANT DIRECTOR: FINANCIAL CONTROL**
- SALARY PACKAGE** : **R356 289 Per Annum (Level 9)**
- CENTRE** : **Joe Gqabi (Ref. ECDOE 88/1/19)**
- REQUIREMENTS** : An NQF Level 7 qualification Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA).
- DUTIES** : Manage accounts receivable and revenue collection. Manage payments – supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise steps to recover debts money. Manage resources (human, financial, equipment/assets).
- ENQUIRIES** : **Mr. T Khali: Alfred Nzo West District**
- POST** : **EDUCATIONAL PSYCHOLOGIST- PSYCHO-SOCIAL SUPPORT (3 POSTS)**
- SALARY PACKAGE** : **R674 892 Per Annum**
- CENTRE** : **Districts:**
- **Amathole West Ref. ECDOE 89/1/19**
 - **OR Tambo Coastal Ref. ECDOE 90/1/19**
 - **OR Tambo Inland Ref. ECDOE 91/1/19**
- REQUIREMENTS** : NQF 9 Qualification in psychology. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. A valid driver's license. An Education qualification, SACE registration and an education experience will serve as a recommendation. Knowledge: National and Provincial Education legislation, policies and regulations. Inclusive Education Policies and guideline documents. Analytic, diagnostic, assessment tools, evaluation methods as processes. Research Methodology (Psychology). Personality Theories. Counselling Models and Techniques. Individual and Group Psychotherapy. Crisis Management. Protocol and professional ethics. Information and Knowledge Management. Diversity Awareness. Understanding of Group Dynamics Child Development. Knowledge of Life Orientation. Skills: Organizing and planning. Project planning. Psychotherapeutic intervention. Trauma de-briefing. Report writing. Computer literacy. Presentation and facilitation. Problem solving and analyzing. Interpersonal. Communication and language (at least 2 Official languages). Consultation. Client orientation and customer focus
- DUTIES** : Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Bodies (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialized psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations.
- ENQUIRIES** : District Directors



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- POST** : **SES: INTERSECTORAL PROGRAMME (Ref. ECDOE 92/1/19)**
- SALARY PACKAGE** : **R391 677 Per Annum (OSD)**
- CENTRE** : **OR Tambo Inland**
- REQUIREMENTS** : A recognized RVQ 13 qualification in the education profession, which includes a minimum of 5 years teaching experience. Registration with SACE as professional educator. A valid driver's license. Hands-on experience and knowledge in teacher development and curriculum development and practice. Good knowledge of the relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures. Ability to coordinate projects and processes involving a variety of players. Ability to work independently as well as in a team. Good written and verbal communication skills. Computer literate. Valid driver's license
- DUTIES** : Co-ordinate and monitor the development & implementation of programmes, activities and projects within a specific subject. Co-ordinate, monitor and ensure implementation, maintenance and support of the subject programmes, activities and projects. Co-ordinate, monitor and ensure that the identification and addressing of barriers to learning and development takes place. Ensure the coordination, promotion, and implementation of policy based on a bias-free assessment system.
- ENQUIRIES** : District Director
- POST** : **SES: LABOUR RELATIONS (2 POSTS)**
- SALARY PACKAGE** : **R391 677 Per Annum (OSD)**
- CENTRE** : **Districts**
- **Chris Hani East Ref. ECDOE 93/1/19**
 - **Amathole West Ref: ECDOE 94/1/19**
- REQUIREMENTS** : An appropriate, recognized 3-year degree/Teaching diploma or a minimum of REQV 13 which must include 5 years minimum teaching experience with reference to the post description. Must be registered with SACE. Hands on experience and knowledge in teacher development and curriculum development policy and practice. A sound knowledge of NQF, CAPS, RNCS & NCS and other related legislative framework. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team and under pressure. Good written and verbal communication skills. A qualification in the identified phase will be an added advantage. Valid Driver's License
- DUTIES** : Implement policy regarding disciplinary enquiries. Facilitate the resolution of dispute, as well as ensuring sound employment relations. Promote efficient labour relations policies. Maintain labour peace within the organization.
- ENQUIRIES** : District Directors
- POST** : **EDUCATIONAL PSYCHOLOGIST- LSPID Conditional Grant (1-YEAR CONTRACT)**
- SALARY PACKAGE** : **R674 892 Per Annum**
- CENTRE** : **Inclusive Education – Buffalo City Metro (Ref. ECDOE 95/1/19)**
- REQUIREMENTS** : NQF 9 Qualification in psychology. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. No experience is required if registered with HPCSA in respect of RSA Psychologists who performed Community Service or 1-year relevant experience in respect of foreign qualified Psychologists. An in-depth knowledge and understanding of education legislation and policies and an ability to promote inclusive education which includes promoting access to quality public funded education for learners with disabilities. Ability to work as part of a team and collaborating with stakeholders. Able to take initiative, work under pressure and be a problem solver if and when necessary. Experience in coordinating education and other support for learners with disabilities with 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 disabilities (LSPID). The job involves travelling and therefore a valid driver's license is a



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DUTIES : requirement. The applicant must have advanced computer skills. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.
As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant 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 caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme is designated schools and care centres, advocating for access to prequalify public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : District Director

POST : **CHIEF EDUCATION THERAPIST – LSPID (CONDITIONAL GRANT) (1-YEAR CONTRACT)**

SALARY PACKAGE : **R440 992 Per Annum**

CENTRE : **Inclusive Education – Buffalo City Metro (Ref. ECDOE 96/1/19)**

REQUIREMENTS : NQF 7 relevant qualification. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA). Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. A minimum of 3 years appropriate experience after registration with the HPCSA in the profession is required. An in-depth knowledge and understanding of education legislation and policies and an ability to promote inclusive education which includes promoting access to quality public funded education for learners with disabilities. Ability to work as part of a team and collaborating with stakeholders. Able to take initiative, work under pressure and be a problem solver if and when necessary. Experience in coordinating education and other support for learners with disabilities with 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 disabilities (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

DUTIES : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant 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 caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme is designated schools and care centres, advocating for access to prequalify public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES : District Director

POST : **EDUCATION THERAPIST – PSYCHO SOCIAL SUPPORT**

SALARY PACKAGE : **R440 992 Per Annum**

CENTRE : **Inclusive Education – Amathole East (Ref. ECDOE 97/1/19)**

REQUIREMENTS : NQF 7 relevant qualification. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA). A minimum of three (3) years experience after registration with HPCSA as an Occupational Therapist.

DUTIES : To assess learners visual perceptual functioning. Identifying barriers. Providing recommendations for accessibility. Programme development and student placement. Develop care packages/ intervention strategies for referred to the OT services through



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SIAS Policy processes and presenting difficulties with development in some or all of the areas of self- help skills, motor coordination and sensory processing affecting their participation and occupational performance in class based and school-based settings. Knowledge of assistive devices and technology and ability to make appropriate prescription. Support, monitor and evaluate therapeutic and rehabilitation services provided by Occupational Therapists based in Special Schools. Operate as part of the District Based Support Team (DBST) and District Accommodations and concessions in Assessment Committee

ENQUIRIES : District Director

POST : **ASSISTANT DIRECTOR: DATA ANALYST**

SALARY PACKAGE : **R 356 289 Per Annum (Level 9)**

CENTRE : **Head Office – Zwelitsha Ref. ECDOE 98/1/19**

(RE-ADVERTISEMENT. CANDIDATES PREVIOUSLY APPLIED, SHOULD RE-APPLY)

REQUIREMENTS : An NQF 7 in Information Technology with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of IT or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of IT. A sound communication, managerial and report writing skills. A post degree qualification on the above will be an added advantage. A valid Code 8 driver licenses. Proven experience in: Database development and administration in SQL Server. Server administration in MS Windows Server, 2018 and higher. Development such as PHP, C#, ASP.NET, MYSQL, HTML & CSS. Proven data mining skills. Data integration, warehousing and analysis. Database security. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Project management & planning. Knowledge and experience of the following is strongly recommended: Knowledge and practical experience in school administration systems, specifically SASAMS.

DUTIES : The successful candidate will be responsible for managing the abovementioned tasks in the Education Management Information System (EMIS) Sub directorate i.e. The planning, implementation and maintaining of a provincial SASAMS data warehouse, loading, troubleshooting and interpretation of data, cleansing of data as well as generating and interpreting statistical reports and forecasts on all EMIS data. Another function of the candidate will be to develop, test and maintain web-based tools for the submission of data from schools. The candidate will be responsible for the maintenance of the EMIS database, integrating databases from various sectors, warehousing of data, creation of normalized databases as well as the maintenance of the databases. The candidate will furthermore be responsible for the creation and storage of daily backup sets. Establishment and implementation of data security protocols.

ENQUIRIES : **Mr R van Rensburg (043) 702 7400**

POST : **AGRICULTURAL FARM MANAGER (Ref. ECDOE 99/1/19)**

SALARY PACKAGE : **R242 475 Per Annum**

SALARY LEVEL : **7**

CENTRE : **Patensi AHS – Sarah Baartman**

REQUIREMENTS : An NQF 6 in Agriculture, specializing in both animal and crop production streams with 1-2 years' experience in the field of Agriculture or Matric with 06 years' experience in the of Agriculture. Exposure to a school farm environment and learners. Previous hands-on farming experience will be an added advantage. Valid Code 8 driver's license. Skills required: Ability to operate farm machinery and equipment. Technical farming knowledge e.g. what farm structures should look like. Good human relations are essential. Computer Literacy essential

DUTIES : Short, medium and long terms operational plan of the farm. Linking farm activities with curriculum activities. Plan finances and production of the farm. Management and administration of farm human resources as well as machinery and farm equipment. Quality assurance of the farm produce and marketing of the produce. Ensure

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- government regulations are adhered to in all operations on the farm. Any other relevant activity related to farming.
- ENQUIRIES** : Principal Patensi Agricultural School
- POST** : **SENIOR EDUCATION THERAPIST – LSPID (CONDITIONAL GRANT) (1-YEAR CONTRACT)**
- SALARY PACKAGE** : **R391 677 Per Annum**
- CENTRE** : **Inclusive Education – Buffalo City Metro (Ref. ECDOE 100/1/19)**
- REQUIREMENTS** : NQF 7 relevant qualification. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years appropriate work experience. Applicant should be registered with the South African Council of Educators (SACE) as professional educator and have 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 with stakeholders. Able to take initiative, work under pressure and be a problem solver if and when necessary. 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 disabilities (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.
- DUTIES** : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant 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 caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme is designated schools and care centres, advocating for access to prequalify public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.
- ENQUIRIES** : District Director
- POST** : **CHIEF EDUCATION THERAPIST – LSPID (CONDITIONAL GRANT) (1-YEAR CONTRACT)**
- SALARY PACKAGE** : **R440 992 Per Annum**
- CENTRE** : **Inclusive Education – Buffalo City Metro (Ref. ECDOE101/1/19)**
- REQUIREMENTS** : NQF 7 relevant qualification. Registration and proof of current registration with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years appropriate experience after registration with the HPCSA in the profession is required. An in-depth knowledge and understanding of education legislation and policies and an ability to promote inclusive education which includes promoting access to quality public funded education for learners with disabilities. Ability to work as part of a team and collaborating with stakeholders. Able to take initiative, work under pressure and be a problem solver if and when necessary. Experience in coordinating education and other support for learners with disabilities with 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 disabilities (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.
- DUTIES** : As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant 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,



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monitoring and reporting on these learner's progress, training caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme is designated schools and care centres, advocating for access to prequalify public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES

: District Director

POST

: **CHIEF EDUCATION THERAPIST – LSPID (CONDITIONAL GRANT) (1-YEAR CONTRACT)**

SALARY PACKAGE

: **R440 992 Per Annum**

CENTRE

: **Inclusive Education – Buffalo City Metro (Ref. ECDOE 102/1/19)**

REQUIREMENTS

: NQF 7 relevant qualification. Registration and proof of current with the Health Professions Council of South Africa (HPCSA). A minimum of 3 years appropriate experience after registration with the HPCSA in the profession is required. An in-depth knowledge and understanding of education legislation and policies and an ability to promote inclusive education which includes promoting access to quality public funded education for learners with disabilities. Ability to work as part of a team and collaborating with stakeholders. Able to take initiative, work under pressure and be a problem solver if and when necessary. 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 disabilities (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills. Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

DUTIES

: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant 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 caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme is designated schools and care centres, advocating for access to prequalify public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

ENQUIRIES

: District Director

POST

: **ASSISTANT DIRECTOR – CONDITIONAL GRANT ADMINISTRATION**

SALARY PACKAGE

: **R 356 289 per annum (Level 9)**

CENTRE

: **Head Office – Zwelitsha (Ref. ECDOE 103/1/19)**

(RE-ADVERTISEMENT. CANDIDATES PREVIOUSLY APPLIED, SHOULD NOT RE-APPLY)

REQUIREMENTS

: An NQF 7 in Accounting/Financial Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. Proficiency in the transversal systems: Information systems, BAS and LOGIS. Proficient in the application of MS Office Package. A valid Code 8 driver's license. Knowledge of School Management. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations on systems, BAS and LOGIS. Proficient in the application of MS Office Package.

DUTIES

: Oversee the process of the conditional grant payment of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, DORA and grants framework. Manage and monitor compliance

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monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

ENQUIRIES

: Ms BC Biko (040-6084415)

POST

: **ASSISTANT DIRECTOR – CONDITIONAL SUNDRY AND TRANSFER PAYMENTS**

SALARY PACKAGE

: **R 356 289 Per Annum (Level 9)**

CENTRE

: **Head Office – Zwelitsha (Ref. ECDOE 104/1/19)**

(RE-ADVERTISEMENT. CANDIDATES PREVIOUSLY APPLIED, SHOULD NOT RE-APPLY)

REQUIREMENTS

: An NQF 7 in Accounting/Financial Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. Proficiency in the transversal systems: Information systems, BAS and LOGIS. Proficient in the application of MS Office Package. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Knowledge of School Management. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations

DUTIES

: Oversee the process of the Transfer payments of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, SASA and Standards for School Funding (NSF). Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

ENQUIRIES

: Ms BC Biko (040-6084415)

POST

: **ASSITANT DIRECTOR – HR DIGITISATION (1 YEAR CONTRACT)**

SALARY PACKAGE

: **R 356 289 Per Annum (Level 9)**

CENTRE

: **Central Document Management Centre -East London
(Ref: ECDOE 105/10/18)**

(RE-ADVERTISEMENT. CANDIDATES PREVIOUSLY APPLIED, SHOULD NOT RE-APPLY)

REQUIREMENTS

: An NQF 7 in Human Resource Management with 3 years' experience as a supervisor (Salary Level 7 or 8) in the field of HRM or Matric with 10 years' experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of HRM. A post degree qualification on the above will be an added advantage. A valid Code 8 driver's license. Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: Excellent communication (verbal and written). Proven ability to resolve problems independently. Effective report-writing skills. Knowledge and understanding of records management and archives policies, procedures and regulations. Proven ability to work under taxing circumstances. Ability to effectively prioritize and execute/delegate tasks. Previous experience of the Kofax or other digitization systems will be a distinct advantage.

DUTIES

: Management and supervision of daily production operations to achieve production targets •Overall planning, management and supervision of all staff. Planning, management and maintenance of the digitization of HR records. Analysis of production statistics and identification of areas of performance improvement. Implementation of Performance Management measures over all personnel. Identification and escalation of risks and issues. Implementation of approved interventions to address challenges. Preparation and submission of regular reports. Support to ECDoE Service Desk. Maintenance and housekeeping of Digital Registry.

ENQUIRIES

: Ms S Wilson (087-8131148)



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- POST** : **WORKS INSPECTOR (3 POSTS)**
- SALARY PACKAGE** : **R196 407 Per Annum (Level 6)**
- CENTRE** : **Districts**
- **Buffalo City Metro Ref: ECDOE 106/1/19**
 - **Alfred Nzo West Ref: ECDOE 107/1/19**
 - **Nelson Mandela Bay Metro Ref: ECDOE 108/1/19**
- REQUIREMENTS** : National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in the building environment or Registration as and Engineering Technician. No experience required. Valid Driver's license. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998. Skills-planning and organizing, verbal and written communication and computer literacy skills.
- DUTIES** : Render a basic inspection service of work done on minor and new and existing structures on a project basis. Analyze and compile relevant documentation for work to be done on minor and new and existing structures. Oversee the work of contractors through inter alia the following; Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation order and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from project. Gather and submit information in terms of the extended public works programme (EPWP).
- ENQUIRIES** : District Directors
- POST** : **PROJECT COORDINATOR: INFORMATION MANAGEMENTSCHOOL RATIONALISATION (1 YEAR CONTRACT)**
- SALARY PACKAGE** : **R242 475 Per Annum (Level 7)**
- CENTRE** : **Head Office – Zwelitsha (Ref: ECDOE 109/1/19)**
- REQUIREMENTS** : An NQF 6 in Information Technology/Systems with 1-2 years' experience in the field of IT or Matric with 06 years' experience in the field of IT. A valid Code 8 driver's license.
- DUTIES** : Collect learner and school information. Collect curriculum offerings of the non-viable schools. Develop a list of schools that will be closed or merged. Update school and learner information database. Maintain school and learner information database. Provide source information to the school rationalization reports. Store geographic data for school rationalization. Store the required datasets. Store spatial data topology and attributes. Store spatial data for school rationalization Store geo-databases and maps and other related project. Support the publishing of metadata records.
- ENQUIRIES** : Mr. Gaca (040) 608 4200
- POST** : **PROJECT COORDINATOR: HR AND FINANCE- SCHOOL RATIONALISATION (1 YEAR CONTRACT)**
- SALARY PACKAGE** : **R242 475 per Annum (Level 7)**
- CENTRE** : **Head Office Zwelitsha (Ref: ECDOE 110/1/19)**
- REQUIREMENTS** : An NQF 6 in Human Resource Management/Finance with 1-2 years' experience in the field of HRM/Finance or Matric with 06 years' experience in the field of HRM and Finance. A valid Code 8 driver's license.
- DUTIES** : Coordinate the transfer of employees from one school to the other. Facilitate the movement of funds from the school to the other. Facilitate the closer of school bank accounts. Liaise with District and Head Office on the HR & Finance implications due to the School rationalization project.
- ENQUIRIES** : Mr. Gaca (040) 608 4200



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- POST** : **PROJECT COORDINATOR: ASSET MANAGEMENT- SCHOOL RATIONALISATION (1 YEAR CONTRACT)**
- SALARY PACKAGE** : **R242 475 Per Annum (Level 7)**
- CENTRE** : **Head Office Zwelitsha (Ref: ECDOE 111/1/19)**
- REQUIREMENTS** : An NQF 6 in Purchasing Management/Logistics/SCM with 1-2 years' experience in the field of SCM or Matric with 06 years' experience in field of SCM. A valid Code 8 driver's license.
- DUTIES** : Audit assets in non-viable school and merging schools. Develop an asset register for merging schools. Coordinate acquisition of moveable assets for merging schools. Establish loss and damage prevention and other control strategies. Provide disposal asset disposal services for non-viable schools. Liaise and reconcile assets with the Head Office SCM unit. Facilitate transfer of assets from one school to the other. Facilitate the acquiring of additional hostel space. Facilitate changes to service level agreements due to school rationalization. Facilitate the transfer of learners from the old to the new school. Facilitate the audit and transfer admin docs, library, laboratories etc.
- ENQUIRIES** : Mr. Gaca (040) 608 4200
- POST** : **PROJECT COORDINATOR: SOCIAL FACILITATION - SCHOOL RATIONALISATION (1 YEAR CONTRACT)**
- SALARY PACKAGE** : **R242 475 Per Annum (Level 7)**
- CENTRE** : **Head Office Zwelitsha (Ref: ECDOE 112/1/19)**
- REQUIREMENTS** : An NQF 6 in Public Administration/Public Management with 1-2 years' experience in the related or Matric with 06 years' experience in the related field. A valid Code 8 driver's license.
- DUTIES** : Develop and maintain an inventory of all school rationalization stakeholders contact details. Administrate the establishment of functional district school rationalization . Facilitate stakeholder interaction. Coordinate the communication of critical messages that must be communicated to the stakeholders. Facilitate buy in into the school rationalization process. Support the implementation of school rationalization stakeholder management strategy. Provide secretariat support to district school rationalization task teams and committees. Coordinate the participation of district officials in the school rationalization project. Facilitate the acquiring of scholar transport. Facilitate the handover of closed schools to the Department of Public Works.
- ENQUIRIES** : Mr. Gaca (040) 608 4200
- POST** : **PROJECT COORDINATOR: INFRASTRUCTURE - SCHOOL RATIONALISATION (1 YEAR CONTRACT) (2 POSTS)**
- SALARY PACKAGE** : **R242 475 Per Annum (Level 7)**
- CENTRE** : **Head Office Zwelitsha (Ref: ECDOE 113/1/19) (2 posts)**
- REQUIREMENTS** : An NQF 6 in the Building environment with 1-2 years' experience in the related field or Matric with 06 years' experience in the related field. A valid Code 8 driver's license.
- DUTIES** : Conduct school buildings inspections. Attend to minor electrical, plumbing and carpentry problems. Repair broken furniture and equipment. Report defects to major defects to the Department of Public Works. Liaise with Public Works for additional needed infrastructure due to transfer of learners and educators. Alterations and additions to receiving schools will need to be recorded and submitted for inclusion on the NEIMS data base as well as the asset register in the province. Read and Understand Technical Drawings and Contract Document. Quality Assurance and Quality control of variety of construction projects. Prepare detailed documentation of construction progress and inspection and prepare. Observe work during progress and upon completion. Monitor contractors, sub-contractors and consultants through all phases of construction to ensure compliance with all standards and contract requirements. Conduct final inspections, review as built drawings, test results, compile final inspection list and get the works completed correctly. Carry out scoping works as required.
- ENQUIRIES** : Mr Gaca (040) 608 4200



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- POST** : **ICT TECHNICIAN - INFORMATION TECHNOLOGY**
- SALARY PACKAGE** : **R242 475 Per Annum (Level 7)**
- CENTRE** : **Head Office Zwelitsha (Ref: ECDOE 114/1/19)**
- REQUIREMENTS** : NQF 6 in Information Technology/Systems with 1-2 years' experience in the field of IT or Matric with 06 years' experience in the field of IT. A valid Code 8 driver's license.
- DUTIES** : To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System.
- ENQUIRIES** : Mr Khohliso (040) 608 4200

- POST** : **MESSENGER/DRIVER (2 POSTS)**
- SALARY PACKAGE** : **R115 437 Per Annum (Level 3)**
- CENTRE'S** : **Archiving and Warehousing: Head Office (Ref.ECDOE 115/1/19) Supply Chain Management: OR Tambo Coastal (Ref. ECDOE 116/1/19)**
- REQUIREMENTS** : ABET level 4 (Grade 10) or NQF level 1 to 3 with no experience. Valid Code 8 driver's license. Knowledge of the city/ies in which the functions will be performed. Good Verbal and written communications skills.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry
- ENQUIRIES** : Ms T Dlamini (040) 608 4200 for Head Office and District Director

- POST** : **GENERAL WORKERS/CLEANERS (2 POSTS)**
- SALARY PACKAGE** : **R90 234 Per Annum (Level 2)**
- CENTRE** : **Auxiliary Services: OR Tambo Inland Ref. ECDOE 117/1/19**
Auxiliary Services: Sarah Baartman (Ref. ECDOE 118/1/19)
- REQUIREMENTS** : ABET level 4 (Grade 10) or NQF level 1 to 3 with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.
- DUTIES** : Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or

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transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

ENQUIRIES : District Directors

Applications can be forwarded through one of the following options: All application within **Head Office** should be directed to **Department of Education Eastern Cape**, Private Bag X0032, Bhisho 5605. **Hand Delivery:** The Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. **For Attention:** Human Resource Administration.

ENQUIRIES : Mr T Dimbaza (040 608 6200).

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NB* All positions within Districts should be directed to Districts as follows:

- **Alfred Nzo East:** Mr A Mpupu , Tel: 039–2510279/ 0063 , Fax: 039 – 2510976. Postal Address: P/B X504 Bizana 4800;
- **Alfred Nzo West:** Mr. L Mtatyana , Tel: 039 – 2550005, Postal Address: P/B X 9001 Mount Frere 5090;
- **Amathole East:** Mr Mkentane, Tel: 047- 4911070/ 0646, Postal Address: P/B X3019 Butterworth;
- **Amathole West:** Ms P Futshane, Tel: 046- 6452964. Postal Address: P/B X2041 F.B.T.;
- **Buffalo City Metro:** Ms Fikeni Tel: 043-7600862/542 Address: P/B X9007 East London 5200;
- **Chris Hani East:** Mr Gunkel Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050;
- **Chris Hani West:** Mr De Bruyn Tel: 045-8083000 Address: P/B X7053 Queenstown 5320;
- **Joe Gqabi:** Mr Mabece Tel: 051-6111380/ 0064. Postal Address: P/B X5026 Sterkspruit 9762;
- **Nelson Mandela Bay:** Mr Gorgonzola Tel: 041-4034402 / 434. Postal Address: P/B X3915 North End Port Elizabeth 6056;
- **OR Tambo Coastal:** Mr V Joseph Tel: 047-5324704. Postal Address: P/B X518 Libode 5160;
- **OR Tambo Inland:** Ms LN Dyodo Tel: 047- 5024272/4225 Postal Address: P/B X5003 Mthatha 5100;
- **Sarah Baartman:** Mr Godlo Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280

