

OFFICE OF THE DIRECTOR HUMAN RESOURCE DEVELOPMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
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Website: www.ecdoe.gov.za

CLOSING DATE 29 APRIL 2022

INTERNAL CAPACITY BUILDING ADVERT FOR (287) FACILITATORS

The Eastern Cape department of Education hereby invites permanent employees (Educators and Non Educators) of the Department who have passion in training and development to explore the capacity development opportunity with an aim of implementing inhouse trainings for the employees that are appointed by the Eastern Cape Department of Education. This opportunity seeks to recruit and skills permanent employees and place them as Facilitators for a 36 months period.

| NO | DISTRICT NAME | NO OF EDUCATOR FACILITATORS | NO OF PSA FACILITATORS |
|--------------|----------------------|-----------------------------|------------------------|
| 1 | Alfred Nzo East | 8 | 5 |
| 2 | Alfred Nzo West | 24 | 5 |
| 3 | Amathole East | 28 | 5 |
| 4 | Amathole West | 14 | 5 |
| 5 | Buffalo City Metro | 16 | 5 |
| 6 | Chris Hani East | 17 | 5 |
| 7 | Chris Hani West | 17 | 5 |
| 8 | Joe Gqabi | 16 | 5 |
| 9 | Nelson Mandela Metro | 13 | 5 |
| 10 | OR Tambo Coastal | 23 | 5 |
| 11 | OR Tambo Inland | 26 | 5 |
| 12 | Sarah Baartman | 10 | 5 |
| 13 | Head Office | 5 | 10 |
| TOTAL | | 217 | 70 |

REQUIREMENTS:

Educator Act Employees – Qualified Educator with 2- 3 teaching experience. Certificate and registration as a Skills Development Facilitator will be considered as added advantage. Trained on Materials Development, Must be Knowledgeable and elucidate participants existing knowledge and clear discussions, Strong interpersonal and presentation skills, Computer literacy (MS office Applications), Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and Excel. Passion for Facilitation of Trainings. Registered with SACE.

KEY PERFORMANCE AREA: Prepare Presentations, Facilitate in-house trainings for educators, induction for educators, Monitor participant's performance, Developing Training reports on Implemented Trainings and implementation of any other skills development related programmes that will be assigned.

Public Service Act Employees – Post Matric qualification with 2-3 years' Experience in facilitation. Registration as a Skills Development Facilitator will be considered as added advantage. Must be Knowledgeable and elucidate participants Knowledge existing knowledge and clear discussions. Understanding of the Public Prescripts, Strong interpersonal and presentation skills, Computer literacy (MS office Applications), Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and Excel. Registered as a facilitator.

KEY PERFORMANCE AREA: Prepare Presentations. Facilitate in-house trainings for Public Service employees, re-orientation of PSA employees. Monitor participant's performance. Trainings, Developing Training reports on Implemented Trainings and implementation of any other skills development related programmes that will be assigned.

Benefits:

- Successful applicants will be capacitated to become registered Assessors, Moderators and Verifiers.
- Facilitators will be entitled to claim S&T when they are deployed for training anywhere within the Province.
- Department will provide catering and accommodation



District Contact Person

| DISTRICT | SURNAME | NAME | E-MAIL |
|----------------------|--------------|-------------|--|
| Alfred Nzo East | Jili | Xoliswa | prudence.jili@ecdoe.gov.za |
| Alfred Nzo West | Mashoai | Loyiso | loyiso.mashoai@ecdoe.gov.za |
| Amathole East | Ndunge | Siyabulela | siyabulela.ndunge@ecdoe.gov.za |
| Amathole West | Gungutha | Thembeke | thembeke.gungutha@ecdoe.gov.za |
| Buffalo City Metro | Tsheko | Toto | toto.tsheko@ecdoe.gov.za |
| Chris Hani East | Ngwendu | Fundile | fundile.ngwendu@ecdoe.gov.za |
| Chris Hani West | Godana | Ntombekhaya | ntombekhaya.godana@ecdoe.gov.za |
| Head Office | Makayi | Zandile | zandile.makayi@ecdoe.gov.za |
| Joe Gqabi | Sikithi | Nokulunga | nokulunga.sikithi@ecdoe.gov.za |
| Nelson Mandela Metro | Hlekani | Mpakamisi | mpakamisi.hlekani@ecdoe.gov.za |
| OR Tambo Coastal | Dalasile | Khwezi | kwezi.dalasile@ecdoe.gov.za |
| OR Tambo Inland | Matoti | Linda | linda.matoti@ecdoe.gov.za |
| Sarah Baartman | Van Rensburg | Marlene | marlene.vanrensborg@ecdoe.gov.za |

Applications are to be submitted to the nearest District HRD offices with an application letter, CV, certified I.D copy and qualifications



L. SIDIYA
ACTING DIRECTOR HRD

20/04/2022

DATE