

CIRCULAR 25 OF 2018/19

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

CLOSING DATE: 22/02/2019

OFFICE OF THE PREMIER

**INVITATION OF INTERESTED PERSONS TO SERVE AS A COMMISSIONER IN THE PUBLIC
SERVICE COMMISSION IN TERMS OF THE PUBLIC SERVICE COMMISSION ACT, 1997
(ACT NO. 46 OF 1997)
(Ref: OTP01/01/2019)**

The Premier of the Province of the Eastern Cape, acting in terms of section 4 of the Public Service Commission Act, 1997 (Act No. 46 of 1997) read together with section 196 of the Constitution of the Republic of South Africa, 1996 hereby invites suitably qualified and/or experienced individuals to apply to serve as a Commissioner nominated by the Premier, in the Public Service Commission.

The Public Service Commission is a Constitutional Institution and its powers and functions are set out in section 196 of the Constitution, the Public Service Commission Act, 1997, and the Public Service Act, 1994.

THOSE FUNCTIONS INCLUDE *INTER ALIA* THE FOLLOWING:

1. To promote the values and principles set out in section 195 of the Constitution throughout the public service;
2. To investigate, monitor and evaluate the organization and administration, and the personnel practices of the public service;
3. To propose measures to ensure effective and efficient performance within the public service;
4. To give direction aimed at ensuring that personnel procedures relating to recruitment, transfers, promotions and dismissals comply with the values and principles set out in section 195 of the Constitution; and
5. To report in respect of its activities and the performance of its functions, including any finding it may make and direction and advice it may give, and to provide an evaluation of the extent to which the values and principles set out in section 195 of the Constitution are complied with.

Kindly note that –

- (a) A Commissioner is appointed for a fixed period of 5 years which is renewable for one additional term only by the President after approval in terms of section 196 (7) of the Constitution after being approved by the Provincial Legislature and nominated by the Premier in terms of section 196(8) of the Constitution.
- (b) A Commissioner must be –
 - (i) A South African Citizen; and



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- (ii) A fit and proper person with knowledge of, or experience in administration, management or provision of the public services.
- (c) A Commissioner must not hold office in any political party or any political organization.

A fully motivated application, accompanied by a Curriculum Vitae, certified copies of certificates, and proof of South African Citizenship, must be submitted on or before 22 FEBRUARY 2019, to -

Hand Delivery: Office of the Premier Main Building, 4 Independence Avenue, Bhisho, Office No 1014, First Floor.

Post to: The Director General, Office of the Premier, Private Bag X0047, BHISHO, 5605.

Enquiries: Mr L Van Zuydam, Tel: 040 609 6460, E-mail: Lauwrence.vanZuydam@otp.ecprov.gov.za

FAXED AND EMAILED APPLICATIONS **WILL NOT** BE ACCEPTED

DIRECTOR: INTEGRATED STRATEGY & PLANNING-ECONOMIC DEVELOPMENT CLUSTER

Salary Range: R 1005,063 Per Annum (Level 13)

(Ref: OTP.02/02/2019) Bhisho

Minimum Requirements: NQF Level 7 recognized by SAQA/ **3 YEAR DEGREE** in Development Studies/ Development Economics/ Social Sciences or any other relevant qualification as recognised by SAQA. A minimum of 5 Years' experience as a Deputy Director in the public service within development planning environment.

Capabilities and Competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Financial Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written)

Good knowledge of the following is required: Government planning frameworks and cycles; National Development Plan; Government Clusters, priorities and outcomes approach; Eastern Cape Provincial Development Plan; Monitoring and Evaluation of government programmes as well as Good knowledge of public service legislation. A valid driver's licence is required.

KPA's: MANAGE THE DEVELOPMENT OF INTEGRATED PROVINCIAL MEDIUM AND LONG TERM PROVINCIAL AND SECTORAL PLANS AS WELL AS GUIDE THE IMPLEMENTATION THEREOF. Manage the development and review of the Provincial Development Plan (PDP) to guide long term planning in the province. Manage the development and review of the Provincial Medium Term Strategic Framework and the Programme of Action to strengthen integrated planning. Manage the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Manage the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof so as to drive the implementation of the 10 year Infrastructure Plan

MANAGE THE FACILITATION OF THE DEVELOPMENT OF ANNUAL PERFORMANCE PLANS: Guide the Economic Development Cluster departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and conformance to planning frameworks. Facilitate and support the provincial departments in the development of their APP's to ensure alignment with the Programme of Action (POA). Manage the quality assurance and analysis of provincial plans and APP'S, in collaboration with Provincial Treasury to ensure alignment with government priorities and sectoral plans

MANAGE THE COLLABORATION WITH LOCAL GOVERNMENT IN THE DEVELOPMENT OF IDP'S TO PROMOTE ALIGNMENT WITH POA: Facilitate and support the District Municipalities and Metros in the development of their Integrated Development Plans (IDP's) to ensure alignment with the POA. Manage the quality assurance and analysis of municipal plans and IDP's, in collaboration with the Department of Cooperative Governance and Traditional Leaders (COGTA) to ensure alignment with government priorities and municipal plans. Facilitate the improvement of IDP's with District Municipalities and Metros in decision making platforms.

MANAGE RESEOURCES WITHIN AREA OF RESPONSIBILITY in line with relevant legislation, departmental policies as well as comply with corporate governance and planning



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DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT

Salary Package: R 697 011 Per Annum (Level 11)

(Ref: OTP.03/02/2019) Bhisho

Minimum Requirements: NQF Level 7 recognized by SAQA\ 3 YEAR DEGREE in Knowledge Management / Business management / Public Administration or Management with minimum of three (03) years' experience at Assistant Director Level preferably in Knowledge Management or Business Administration or Management. An applicant is required to have Knowledge of strategic planning and implementation, Knowledge Management Practices and knowledge of Public Sector Policy and Legislative Frameworks.

Skills required: Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written)

KPA's: Manage the development of knowledge management framework and coordinate the implementation thereof: Develop and review Provincial Knowledge Management , (KM), guidelines and monitor implementation. Collaborate with provincial departments Service Delivery Improvement system to design the innovative solutions. **Provide support to provincial departments on the development and implementation of customised Knowledge management (KM) strategies:** Facilitate capacity building programmes to KM Coordinators in departments on Knowledge Management. Facilitate the technical support in the development of departmental KM Strategies and implementation plans. Monitor the implementation of KM in departments and support in the development of implementation improvement plans. Maintain the data-base of departmental Best Practices and promote replication in the provincial administration. Facilitate the creation and functionality the KM community of practice. **Develop and maintain the provincial knowledge hub (PKH):** Ensure that the provincial knowledge hub has a credible information. Ensure that the knowledge hub is fully functional and accessible. Manage document requests from stakeholders timeously. **Facilitate the building of government body of knowledge to promote organisational learning:** Harvesting processes across functions in the province to maximise the integration of information on the km base. Facilitate the conversion of individual expert knowledge into organisational intellectual memory. Prescribe and align the KM practices to enable Provincial Departments to successfully achieve their goals through KM practices. **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 of job descriptions 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. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility

DEPUTY DIRECTOR: MIS REPORTING – (HRM Compliance, Monitoring & Evaluation)

Salary Package: R697 011. 00 Per Annum (Level 11)

(Ref: OTP01/01/2019)

(RE-ADVERTISEMENT - CANDIDATES WHO HAVE APPLIED BEFORE SHOULD NOT RE-APPLY)

Minimum Requirements: NQF level 7 degree or advanced diploma as recognized by SAQA in Human Resource Management or any other related field, with minimum of three (3) years' experience as an Assistant Director in similar environment.

KPA's: Manage and monitor the integrity and credibility of HR information in provincial departments. Guide provincial departments in the implementation of interventions to improve the integrity of HRIMS. Monitor the implementation of Audit Improvement Plans relating to HRM matters. Facilitate and coordinate support to provincial departments where required. Manage the accolated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives



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DEPUTY DIRECTOR: MILITARY VETERANS

Salary Package: R 697 011 Per Annum (Level 11)

Ref: OTP04/01/2019

Minimum Requirements: NQF Level 7 recognised by SAQA 3 year Degree in Public Management/ Public Administration/ Social Sciences with three (03) years' experience in stakeholder co-ordination / management, monitoring and evaluation. 3 years' experience as an Assistant Director/ junior management level.

Skills required: Consulting, Research and development, Programme and project management, Performance monitoring.

KPA's: co-ordinate development and implementation of socio-economic development programmes for military veterans in the province. Develop a skills framework of military veterans and co-ordinate skills development programmes to ensure the skilling and integration of veterans into local economies

Establish and maintain partnerships to advance delivery on basic social security, housing, health care, education, mobility support to military veterans. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ASSISTANT DIRECTOR: HRIMS

Salary Package: R356 289.00 Per Annum (Level 09)

Ref. OTP 04/02/2019 Bhisho

(RE-ADVERTISEMENT - CANDIDATES WHO HAVE APPLIED BEFORE SHOULD NOT RE-APPLY)

Minimum Requirements: NQF level 7 degree or advanced diploma as recognized by SAQA in HRM or equivalent qualification. 3 - 5 years' in HRIMS (Persal) or similar environment. Persal Introduction and Establishment course are required. 3 – 5 years' experience in dealing with Organisational and Establishment Administration on Persal. **Knowledge:** Planning monitoring and review processes; Policy analysis and implementation. Knowledge of modern systems of governance and administration. Knowledge of government procedures and processes on public finance, human resources management and supply chain management. **Skills:** Presentation, Communication, Problem Solving, Reporting, Computer literacy, Verbal and written communication skills and Planning and organizing skills

KPA's: Ensure that all users and supervisors in the department are properly trained on the Human Resource Management Information System. This will include continuous training as and when enhancements to systems are affected. Assessment of training needs. Registration and maintenance of supervisors and users in the department and allocation of specific functions in relation to their job descriptions and levels. Assist in the development, review and implementation of the departmental HRIMS policy. Evaluation and recommendation to the management on system changes. Responsible for the creation and maintenance of the departmental code file. Manage and control Persal notices and messages and bring important issues to the attention of management. Responsible for the creation, abolishment, freezing / unfreezing and movement of posts. Report on statistics and information on the HRIMS. Implementation and maintenance of the approved organizational structure on the HRIMS system. Extract data from the HRIMS for reporting and monitoring purposes.

ASSISTANT DIRECTOR: SALARY ADMINISTRATION

Salary Package: R356 289.00 Per Annum (Level 09)

Ref. OTP 05/01/2019 Bhisho

(RE-ADVERTISEMENT - CANDIDATES WHO HAVE APPLIED BEFORE SHOULD NOT RE-APPLY)

Minimum Requirements: NQF level 7 degree or advanced diploma as recognized by SAQA in Financial Accounting/ Financial Management/ Public Finance or any other related field, with minimum 3 years as in Finance environment

KPA's: Facilitate the payment of salaries and deduction of payments to third parties. Manage monthly reconciliations - BAS, PERSAL and suspense accounts. Facilitate Bas payments and authorization of journals. Render salary admin duties. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

Applications can be forwarded through one of the following options:

Hand Delivery: Room 2013, Second Floor, Office of the Premier Main Building, Independence Avenue, Bhisho. **Post to:** The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605.

Enquiries: Ms. N Mentoor / Ms. N Xesha at (040) 609 6249 / 6248

PROVINCIAL TREASURY

DIRECTOR: ICT MANAGEMENT

Salary Range: R 1 005,063-R 1 183 932.00 Per Annum (Level 13)

R1005 063 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs)

(Ref: PT.01 /02/2019) Bhisho

Purpose: To manage and facilitate the provision of ICT Management.

Minimum Requirements: A Three year degree (NQF Level 7) in Computer Science / Information Technology or any related field coupled with 7-8 years of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in IT environment.

KPA's: **Manage the development and monitor the effective implementation of ICT Governance Framework:** Develop ICT Plans (ICT Strategic Plan, Master systems Plan and Information Systems Plan), ICT implementation Plan and ICT Operational Plan. Ensure continuous improvement of the management and implementation of ICT governance framework. Manage the development, reviewal and implementation of ICT policies and processes. Ensure that ICT strategy is developed, aligned to the departmental strategy and implemented. **Manage the provisioning of ICT infrastructure and operational support services:** Ensure provision of reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices. Manage capacity planning for Network Infrastructure. Develop maintenance agreement with service providers for relevant ICT infrastructure. Ensure Service Level Agreement with service provider is implemented and adhered to. Manage the maintenance of server, network infrastructure and ICT security. Monitor and report on the security of the ICT network infrastructure according to business risk. Monitor and report on the implementation of ICT business processes. Implement and manage network management software and configuration. Test and ensure implementation of ICT Disaster Recovery Plan. **Manage the provisioning and maintenance of ICT administrative systems and ensure data integrity:** Manage the maintenance of a master list of software and hardware and maintenance agreements. Develop applications / systems that will automate business processes. Ensure accuracy, completeness and validity of information uploaded in the departmental website and ensure it is uploaded within agreed time frames. Support stakeholders' communication & information sharing through the use of ICT. **Render advisory services on ICT needs and requirements:** Manage and review existing user support technology options and determine appropriate technology. Ensure the establishing of a detailed program specification through engagements with users. Manage applications deployment in the department. Research and implement optimal software and programs and ensure that Provincial Treasury utilizes these. Plan and implement applications to address business/departmental needs. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. **Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility:** Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with SCM prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

Skills and Competencies: ICT Systems and Network Management, Financial Management, Policy Development & Management, Project Management and Development, ICT Procurement. Web design and Programming understanding. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management and Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy.



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DIRECTOR: CFO SUPPORT (1 YEAR CONTRACT)

Salary Package: R1005 063 Per Annum (Level 13)

(Ref: PT 02/02/2019)

Minimum Requirements: A Three year Degree (NQF level 7) in Financial Management/ local Government Finance with Accounting as a major. Postgraduate qualification and completion of SAICA training programmes will be added advantage. Extensive knowledge of local government sector, finance and related reforms in the areas of budgeting, financial management and reporting, Supply Chain Management, asset and liability management and financial governance coupled with 7-8 years' experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP standards and mSCOA. Previous experience in monitoring or working in Municipal environment is essential.

KPA's: Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team of financial management specialists in a district and effective hands on support to local municipalities in areas of budget preparation and implementation, financial management and reporting, optimal revenue and debt management, efficient expenditure management, risk management, cost effective procurement systems, effective asset and liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team of financial management specialist, including human resource management, planning, risk management and reporting.

Personal attributes: Self driven, confident and innovative, with an output or result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government budgeting and reporting systems.

SENIOR LEGAL ADMINISTRATION OFFICER

Salary Package: R991 776 Per Annum (in accordance with Occupational Specific Dispensation for Legally Qualified Personnel)

(Ref. PT 03/02/2019)

Purpose: To manage, guide, and direct the provision of legal and advisory services in the Department

Minimum Requirements: A LLB or four year recognised qualification in the related field coupled with a Minimum 8 years' experience in Legal environment (public or private) and experience in Administrative Law. Admission as an attorney or advocate will be an added advantage.

Skills: • Knowledge of Constitutional of Republic of South Africa. In depth understanding and knowledge of legislative framework that governs the Public Service. Knowledge and application of the following prescripts. Public Finance Management Act (PFMA), Municipal Management Act (MFMA), Division of Revenue Act (DORA). Promotion of Administrative Justice Act. (PAJA). Promotion of Access to Information Act (PAIA), Intergovernmental Framework, PPPFA, Departmental Supply Chain Management System, Labour Relations Act, and drafting of contracts and legislation. .

KPA's: **Oversee the provision of legal advisory services and support to both the department and provincial departments:** Identify potential litigation against government and provide legal advice and recommendations to line management to minimise and mitigate foreseeable lawsuits. Support the department by seeking a clear mandate and ensure legal representation through the State Attorney's Office which includes the proceeding oversight in court proceedings. Provide generic advices on how to handle and respond to litigation cases and present to the Accounting Officer or and the Executive Authority with relevant facts and suggest solutions or appropriate approaches. Provide legal interpretation and facilitate the provision of legal opinion on legal litigation cases. Manage legal relations between treasury and other public institutions to ensure value for money. Facilitate discussions and send instructions to State Attorney's Office for handling of litigation cases. Provide legal support in drafting and negotiation of contracts. Provide legal support in drafting Treasury legislation. **Ensure management of risk and compliance with the constitutional mandate of the department and direct the provisioning of litigation services:** Provide guidance and direction in respect of corporate governance to all programme managers to ensure it complies with the applicable laws and regulations. Implement legal structures and practices through pro-active approach and maintain high legal service standards to ensure regulation and compliance with provincial, national, continental and international instruments. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements, and Contracts etc.) Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Draft legal advice and direction for high level contributions (e.g. EXCO). **Manage the overall provision of legal litigation process of the department:** Record and register all litigation cases for the

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department. Monitor responses and progress of all medico-legal cases. Design consultative schedules for litigation cases. Facilitate sitting of meetings and court attendance for all departmental medico-legal cases. Provide periodic feedback reports on status of departmental litigation cases. **prescripts. Manage area of responsibility:** 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 Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Ensure the implementation and management of Risk, Finance and Supply - Chain Management protocols and prescripts.

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT

*Salary Package: R697 011 Per Annum (Level 11)
(PT. 04/02/2019) East London*

Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Financial accounting plus Minimum of 5 years' experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

KPA's: Provide guidance and assistance on the technical application of accounting standards in compliance with the Financial Reporting Framework as required by the Municipal Finance Management Act: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Roll out training, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director. Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Direct, co-ordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements. Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury. Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. **To provide assistance, support and control mechanism on issues of compliance to Supply Chain Management (SCM), Asset Management (AM):** Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based/bespoke training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the

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financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. **Monitor compliance with financial assets and liabilities and revenue management:** Assist in monitoring financial asset management compliance and compile a report. Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. **Manage area of responsibility:** Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders. **Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility:** Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections

EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT (1 YEAR CONTRACT)

Salary Package: R 697 011 Per Annum (Level 11)

(PT. 05/02/2019) Bhisho

Purpose: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Administration / Finance / Public Management or any other related field plus Minimum of 5 years experience in a relevant field (specifically program / project management) of which 3 years must have been at middle management level (Assistant Director Level). A Postgraduate qualification in the above areas will be an added advantage.

Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR.). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.

KPA's: Provide direction and guidance on the effective management of the office of the DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. **Support the programme by providing strategic and Technical leadership in order to ensure the full execution of departmental plans and programmes:** Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme.- Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. **Provide support towards ensuring appropriate and sound finance, human resource management:** Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly,

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quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.

DEPUTY DIRECTOR: CFO SUPPORT (1 YEAR CONTRACT)

*Salary Package: R697 011 Per Annum (Level 11)
(Ref. PT 06/02/2019) Bhisho*

CONTRACT: This is a contract i.e. up to 31 March 2020.

Minimum Requirements: A three-year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognized university) in Financial Management/Financial Accounting/Local Government Finance coupled with 5 years' experience of which 3 years' managerial experience Assistant Director Level) in a local government/auditing management environment. Ability to write reports and analyze. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. Familiar with Local Government reforms and publication of information.

KPA's: Reporting to the Director: CFO Support, the incumbent will: monitor and provide specialist support on budget planning, implementation and reporting in terms of MFMA and MBRR as part of oversight responsibility. Monitor, support and report on provincial government debt. Monitor and support on institutional management, in line with MFMA compliance and requirements. Manage area of responsibility.

ASSISTANT DIRECTOR: BUDGET MANAGEMENT

*Salary Package: R356 289 Per Annum (Level 09)
(PT. 07/02/2019) Bhisho*

Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Public Finance / Economics coupled with 3 years' experience in a budget environment at an officer level (Level 7 or higher).

KPA's: Assist with the tabling of credible provincial main budget and ensuring that it is within legislated timeframes: Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format) and issue Treasury Guidelines to department. Assist in the preparation for the Budget guideline workshops with departments and public entities. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. **Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels:** Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels. Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. **Provide assistance in ensuring compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) and its alignment to national and provincial policy priorities:** Monitor and manage the provincial budget alignment with strategic plans, annual performance plans and operational plans. **Assist with the monthly IYM analysis on revenue and**

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expenditure and with providing feedback to department: Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. **Assist with the analysis of Quarterly Performance Reports (QPR) and in the provision of feedback to departments:** Assist with the analysis and report on policy issues of the department as well as assessing the non-financial and financial performance information. Prepare feedback letters to departments. Assist with site visits undertaken and the reports that will inform budget and other policy decisions.

Skills and Competencies: Knowledge and application of the following prescripts: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation, Budgeting preparation and analysis, , Knowledge & application of PFMA & Division of Revenue Act (DORA), NTR, Risk management policies and practices and Economic Analysis.

ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES

*Salary Package: R 356 289 Per Annum (Level 09)
(PT.08/02/2019) Bhisho*

Purpose: To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Internal Auditing or Auditing coupled with minimum of 3 years as an Internal Auditor/ Auditor. CIA, PIA, IAT, QAR Certifications, RGA, AGA, will be added advantage. Valid Driver's licence is essential.

Skills and Competencies: Sound knowledge of current internal audit standards and methodology. Departmental Policies and Procedures. Budget Preparation, Monitoring and Reporting. Document Management. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Relations, Planning and Organising, Decision Making, Project Management, Presentation and Computer Literacy (MS Office).

KPA's: Render support in monitoring, enforcing and reporting on the effective implementation of Internal Audit Standards: Assist on the review / development of standard internal audit Charters. Render assistance on the development of departments 3 year and 1 year Internal Audit Plans. Review operational plans and draft progress reports quarterly. Promote the image of Internal Audit in the province: Assess the performance of Audit Committees in the province. Monitor performance of Internal Audit functions and Audit Committees in the province. Provide secretariat duties for Chief Audit Executive Forum, Audit Committee Chairperson Forum and Managers Forum meetings quarterly. Provide administrative support on coordinating the induction for Provincial Audit Committee members. Provide support on the implementation of specialised audits including ICT Performance Audit and QAR services: Render advice on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance Review. Ensure Performance of Information Communication Technology Audits (ICT Audits) Facilitate the implementation of recommendations: Assist department's Internal Audit functions to produce quality audit reports. Conduct research on best practice monitoring tools suitable for internal audit functions

ASSISTANT DIRECTOR: INTERNAL AUDIT

*Salary Package: R 356 289 Per Annum (Level 09)
Ref. PT 09/02/2019)*

Purpose: To render Internal Audit Services for the department.

Minimum Requirements: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Accounting and Auditing coupled with a minimum 3 years' experience in auditing at an officer Level (Level 7 or higher).

Added Advantage: Completed internal audit or external audit articles, completed IAT or PIA qualification.

KPA's: Manage the execution of a comprehensive audit plan: Plan, execute, review and conclude on internal audits (as required). Preparation and review of systems description, preparation and review of the risk and control matrix, design audit programmes, monitor staff. Report progress on audit programmes. Document areas for improvement. Obtain management comments on findings. Communicate all issues to the client and supervisor timeously. Assist with the management of the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved

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methodology. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Performance agreements, workplans and personal development plans (PDP's) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates.

Skills and Competencies: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Team Leadership, Computer Literate in MS Office and Team Mate and Good Communication Skills.

ASSISTANT DIRECTOR: LOGIS USER ACCOUNT MANAGEMENT

*Salary Package: R356 289 Per Annum (Level 09)
(Ref. PT 10/02/2019)*

Purpose: To render support in the management and monitoring of the utilisation of LOGIS System in the Province

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Information Systems and / or Supply Chain Management and LOGIS System Controller Certificate is compulsory plus minimum of three years' experience as LOGIS System Controller.

KPA's: **RENDER SUPPORT IN THE MANAGEMENT OF LOGIS SYSTEM IN THE PROVINCE:** Monitor activities of all LOGIS system controllers. Maintain the profiles of LOGIS system controllers. Render support to departments relating to LOGIS challenges. Receive and action origin application forms for new LOGIS system controllers / relief system controllers. Submit new LOGIS system controller's application forms to National Treasury and keep record. Inform departmental system controllers of significant changes / enhancement to system functionality / operation. **PERFORM USER ACCOUNT MANAGEMENT IN THE PROVINCE:** Execute user account management reports for all departments (RR121, RR122, RR123, RR125 and RR127). Perform Quarterly user account review monitoring of LOGIS system and ensure compliance to LOGIS policy and prescripts. Coordinate submission of LOGIS compliance certificates. Draft reports on findings of user account management. Provide reports on commitments and accruals. Distribute access and log in violation reports to departmental system controllers. Verify whether login violations had been dealt with and all investigation are recorded and filed for audit purposes. Assist the renewal of LOGIS policy and procedure. **RENDER SUPPORT TO DEPARTMENTS WITH REGARD TO LOGIS:** Log calls to National Treasury relating to LOGIS challenges / risks. Provide guidance in the use of correct Transaction Processing Rules (TPR). Inform departmental System Controllers of significant changes / enhancement to System functionality / operation. Visit or host departments and perform on-job training. Correct errors on transactions performed by other departmental users. Conduct LOGIS workshops in the province. **MONITOR AND REPORT ON THE FUNCTIONALITY OF LOGIS:** Compile monthly reports on commitments and accruals. Compile monthly Payment reconciliation reports. Compile weekly, monthly and ad hoc Business Intelligence / financial management reports for decision making.

Skills: Public Finance Management Act, Financial Accounting, Performance Management, Group Profile Management, User profile Management, Microsoft Access/or SQL, Asset management and Asset Miscellaneous. LOGIS system Controller, LOGIS Order, payment / BAS. Automated transit and posting, cost centre manager. LOGIS management reporting.

ASSISTANT DIRECTOR: LOGISTIC & INVENTORY MANAGEMENT

*Salary Package: R356 289 Per Annum (Level 09)
(Ref. PT 11/02/2019)*

Purpose: To render support in the management of inventory for the department.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Logistics Management / B.Com in Accounting / Financial Management coupled with Minimum of 3 years relevant work experience at the level of an officer (Level 7 or higher) in Asset Management / Procurement / Logistics and / or related field.

KPA's: Develop and review inventory management policy and procedure: Review inventory management policies and procedures. Research best practice with regard to inventory management policies and procedures. Draft recommendations of improvements and submit to the Director. Manage inventory process in the department: Manage the preparation of a store items requisition memorandum that need to be replenished and submit to Director Logistics for approval. Draft budget memorandum for approval by CFO and ensure the alignment with sectional budget.



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Manage maintenance of inventory stock level: Analyse inventory levels and ensure that request to replenish is initiated. Prepare report indicating procurement and adjust re-order levels when placing the order for all the inventory items. Manage and monitor recording and updating of bin cards: Administer and update bin cards for all items procured. Draft report on inventory. Manage stock in the department: Ensure the overall physical count process is performed. Conduct mini audit on all items that are on issue voucher. Ensure that obsolete items are identified during stock count and are reported to Disposal section. Manage area of responsibility: 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 Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

USER SUPPORT TECHNICIAN

Salary Notch: R299 709 Per Annum (Level 08)

(Ref. PT 14/02/2019)

Purpose: To assist with the provision of information communications technology and electronic records management.

Minimum Requirements: : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Information Technology or any related field coupled with Minimum 2 years' experience in User Support environment. A+ and or N+ Certification will be an added advantage. Experience in Microsoft environment, LAN (Local Area Network) will be an added advantage. Good communication (written and verbal interpersonal skills).

KPA's: Facilitate infrastructure and operational services: Respond and attend to all departmental IT queries. Render 1st line support and log calls in the help desk system. Maintain ICT administrative systems and ensure data integrity. Provide technical solutions and support services to end users. Render support in conducting ICT research and advise the department on ICT needs requirements: Update supervisor regularly with regards to new ICT systems and products that may improve institutional functioning. Record all most frequently asked IT questions and complaints in order to prioritise these matters. Inform the supervisor with regards to the most urgent IT risks as a means of early warning (risks include issues such as expiration of key software, systems interruptions due to upgrades and protection of data and information from viruses etc). Render support in developing and facilitating the implementation of ICT policies and procedures. Draft ICT implementation plan. Conduct awareness session on new developments in the implement and monitor ICT Governance Framework. In put in drafting ICT policies and procedures.

Skills and competencies: IT Systems and Support, Budget Process, Policy Development & Management, Public Finance and ICT Procurement.

ADMIN OFFICER: INFRASTRUCTURE MANAGEMENT

Salary Package: R242 475 Per Annum (Level 7)

(PT. 15/02/2019)

Purpose: To implement and render Clerical and Administrative Support Services to the Chief Directorate: Infrastructure Management

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years experience in administration environment.

KPA's: **Provide administrative support service to the Chief Directorate:** Operate and ensure that the Chief Directorates' office equipment is in good working order. Record engagements for the Chief Director. Coordinate and sensitize / advises Chief Director regarding his / her engagements. Compile Schedules of all appointments. **Render administrative infrastructure support services to the Chief Directorate:** Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation in the office of the Directorate in line with relevant legislation and policies. Obtain inputs and compile Chief Directorate's Reports. Progress Reports, Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the Chief Director. Respond to enquiries received internal and from external stakeholders. File documents for the Chief Directorate where required. Collects, analyse and collates information requested for the Chief Directorate. Coordinate and facilitate travel arrangements for the Chief Directorate. Management leave register and telephone Accounts for the office of the Chief Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents items like procurement and monthly salary reports. Keep records of expenditure commitments, monitors expenditure and alert the Chief Director of possible over – and under spending. Check BAS reports to ensure that expenditure is allocated correctly. Collects and coordinate all documents related to the Chief Directorates budget. Assist Chief Director

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in determining funding requirements for the purpose of MTEF budget. Provide assistance in monitoring system for financial and performance indicators relating to infrastructure. **Render infrastructure support services in provincial departments:** Provide hands on monitoring and analysis of infrastructure in sector departments to ensure that they maintain their facilities in line with the PFMA and GIAMA..assist in the monitoring of the implementation of provincial infrastructure strategy . Provide support in analysing Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance; Support the analysis of the SDA to ensure compliance with Provincial IDMS requirements. Assist in the monitoring and the implementation of unresolved disputes that need to be addressed in terms of SDAs and escalate these.. Assist in the implementation of the alignment of IDPs with Provincial Infrastructure Plans

ADMIN OFFICER: BUDGET & PUBLIC FINANCE

Salary Package: R242 475 (Level 7)

PT. 16/02/2019)

Purpose: To render office administrative and management support services to the Directorate.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years experience in administration environment.

KPA's: Render administrative and management support services to the Directorate: Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Chief Director. Prioritise matters within the office of the Chief Directorate. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate. Make follow-ups on outstanding reports. Develop and maintain record management system in the Director's office. Facilitate the travel and accommodation in the office of the Chief Director and process S&T claims. Draft documents or reports as and when required for Directorate. Facilitate the procurement of standard items for the office of the Chief/ Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. **Coordinate reports within the directorate:** Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate .Make follow ups on outstanding reports and prepare report for submission to the Director .Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. **Administer budget processes and planning within the directorate:** Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending .Compile the Directorate's monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. **Manage area of responsibility:** Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. 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, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage daily and enforce timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

PERSONAL ASSISTANT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT (ONE YEAR CONTRACT)

Salary Package: R242 475 (Level 7)

PT. 17/02/2019)

Purpose: To Render Secretarial, Clerical, Administrative and Recordkeeping Support Services to the Deputy Director General: Transversal Supply Chain & Asset Management.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration any other related qualification coupled with a Minimum of two years experience in administration environment.

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KPA's: Provide secretarial / receptionist support service to the DDG P3: Receive telephone calls .Perform advanced typing for the Deputy Director General. Operate and ensure that office equipment is in good working order. Record engagements for the Deputy Director General .Coordinate and sensitize / advises Deputy Director General regarding engagements. Compile Schedules of all appointments. **Render administrative support services to the Deputy Director General:** Ensure effective flow of information and documents from and to the office of the DDG. Ensure safe keeping of all documentation in the office of the DDG in line with relevant legislation and policies. Obtain inputs and compile Programme 3 Reports. Progress Reports: Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the DDG. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the DDG and the Programme where required. Collects, analyse and collates information requested by the DDG. Clarifies instructions and notes on behalf of the DDG. Coordinate travel arrangements on behalf of the DDG. Prioritise issues in the office of the DDG. Management leave register and telephone Accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the DDG. Obtain necessary signatures on documents items like procurement and monthly salary reports. **Provide support to the DDG regarding meetings and Chief Directorate meetings** Scrutinize documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the DDG to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the DDG as required. Coordinates logistical arrangement for the meetings when required. **Support Deputy Director General WITH THE administration of Programme 3 budget:** Collects and coordinate all documents related to the Programme 3 budget. Assist DDG in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts DDG of possible over – and under spending. Check collerats BAS reports to ensure that expenditure is allocated correctly. Identifies the need ot move funds between items, consult wth the DDG and complies draft memo for this purpose.Compare the relevant Public Service and draft memo for this purpose.

WEBMASTER: ASSISTANT DIRECTOR LEVEL

Salary Range: R356 289-R419 679 (Level 09)
(PT.12/02/2019) Bhisho

This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered)

Purpose: To develop and provide the departmental website and intranet support services.

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Computer Science/ Information Systems/ Information Technology or any related field coupled by Minimum 3 years' experience in Web Application, Web Development, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL.

KPA's: **RENDER SUPPORT IN THE DEVELOPMENT OF POLICIES AND PROCEDURE FOR THE DEPARTMENT:** Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. **RENDER SUPPORT IN THE DEVELOPMENT OF WEBSITE AND INTRANET:** Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best-practice and new trends / approaches related to web-design. Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website, Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. **RENDER SUPPORT TO END USERS:** Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites. **DESIGN AND DEVELOP PROGRAMMES:** Perform system analysis and program development on assigned projects. Design and implement application programs from approved functional and technical specifications. **DATABASE MAINTENANCE:** Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Create and Maintain stored procedures. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). **APPLICATION TESTING AND QUALITY ASSURANCE:** Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly.

KNOWLEDGE: Web Application and Website Development. Programming procedures. Data processing requirements. MS Visual Studio, #C, Asp.net, Java, WCF, Reports Designing. MS SQL, MySQL server or other database software. Computer systems, operations equipment, programming languages, programming system analysis and design. Programming procedures and programming languages. Business management systems. Flow charts and Programming logic and codes. Technical instructions. MS Excel.

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SENIOR SOFTWARE DEVELOPER(S): ICT (1 Year Contract) (2 POSTS)

Salary Range: R356 289-R419 679 (Level 09)

(PT. 13/02/2019): Bhisho

This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply).

Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of designing, developing programmes, reports, documentation and instructions for computer operation

Minimum Requirements: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Systems / Computer Science / Information Technology or any related field coupled with Minimum 3 years' experience in Programming with at least one year in Developing Database Systems.

KPA's: Design and develop programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Consolidate documentation of program development and revisions. Design and implement application programs from approved functional and technical specifications. Accurately gather all relevant information from current existing systems in order to inform integration of overall systems. **Database Maintenance:** Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Render support services to users: Consult with and provide assistance, information, and training for administrator system users. Provision of reports as per user requirements. Documentation of instructions for computer operation. Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly. Set-up and manage continuous data integration.

Applications can be forwarded through one of the following options:

Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. **Hand Delivery:** Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho. **Enquiries:** Ms B. Ndayi 040 1010 072/0716248

DEPARTMENT OF TRANSPORT

GFMS- TRADING ENTITY

DEPUTY DIRECTOR: ASSET AND LIABILITIES: (1 YEAR CONTRACT)

Salary Package: R 697 011 Per Annum (Level 11)

Component: Financial Management

(Ref No: DOT44/01/2019) GFMS: East London

Minimum Requirements: Bachelor's Degree/ B-Tech (NQF level 7) in Finance/ Auditing) majoring in Accounting with at least 3 years at Assistant Manager level/ Junior Management level in finance in an accrual environment At least 1 year experience should be in asset management* Valid driver's licence

Minimum Competencies: Applied Strategic Thinking Creative thinking. Technical proficiency. Planning and Organising. Decision Making and Problem Solving. Project Management

KPA's: Development and maintenance of a system of internal controls* risk management in entity's asset and liabilities management in line with relevant legislative framework and treasury regulations *Manage process to account and report on finance and operating leases*Management and accounting for Property*Plant and Equipment and Logistics management *Manage process to account and report for new vehicles inventory and inventory held for sale *Management and accounting for accounts payables. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

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ASSISTANT DIRECTOR: ACCOUNTING AND REPORTING: (1 YEAR CONTRACT)

Salary Package: R 356 289 Per Annum (Level 09) plus 37% lieu of benefits

Component: Financial Management

(Ref No: DOT45/01/2019) GFMS: East London

Minimum Requirements: National Diploma (NQF Level 6) in Finance/ Auditing majoring in Accounting with at least 3 years at supervisory level or salary level 7/8 in finance in an accrual environment, of which one year must be in preparation of GRAP compliant financial statements.

Minimum Competencies: Creative Thinking*Decision Making*Problem Solving. Team Player. Technical Proficiency. Practical knowledge of Pastel and Caseware is essential

KPA's: Provide input for the development and maintenance of the GFMS's financial management system in line with legislative, Treasury and GRAP standards*Assist in the management of GFMS's general ledger*Maintain GFMS's bank and investment accounts*Assist in coordinating planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines*Preparation of Annual Financial Statements* Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ASSISTANT DIRECTOR: HRM AND ADMINISTRATION: (1 YEAR CONTRACT)

Salary Package: R 356 289 Per Annum (Level 09) plus 37% lieu of benefits

Component: Human Resource Management

(Ref No: DOT46/01/2019) GFMS: East London

Minimum Requirements: National Diploma (NQF level 6) in Human Resource Management with at least 3 years supervisory level or salary level 7/8 in HR Provisioning and Conditions of Services environment* Knowledge of HR Government Prescripts.

Minimum Competencies: Human Resource Management Systems (PERSAL), Human Resource Records Management, Strategic Partner, Change Management, Administrative Partner, Employee Champion.

KPA's: Analyse national policy imperatives and facilitate implementation thereof through the development of policies, delegations, procedure manuals and plans. Supervise and provide Recruitment, Selection and Employment Services. Supervise and provide Service Benefit Administration Services. Management of Strategic Human Resource* Manage transformation and change. Facilitate the implementation of Employee Relations activities*Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ASSISTANT DIRECTOR: FLEET RISK MANAGEMENT: (1 YEAR CONTRACT)

Salary Package: R444 693 (Level 10) Per Annum plus 37% lieu of benefits

Component: Fleet Risk and Logistics Management

(Ref No: DOT47/01/2019) GFMS: East London

Minimum Requirements: Tertiary Qualification (NQF Level 6) with at least 3 years at supervisory level or salary level 7/8 in a fleet environment.

Minimum Competencies: Creative thinking. Organisational communication effective. Team Leadership. Self-management. Problem Solving and Decision Making. Planning & organising. Computer Literacy.

KPA's: Manage accident related claims (including 3rd party claims), vehicle losses & related cost recovery processes. Manage fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Manage the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.



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ASSISTANT DIRECTOR: LOSS CONTROL: (1 YEAR CONTRACT) (2 POSTS)

Salary Package: R444 693 (Level 10) Per Annum plus 37% lieu of benefits

Component: Fleet Risk and Logistics Management

(Ref No: DOT48/01/2019) GFMS: East London

Minimum Requirements: National Diploma (NQF level 6) in Forensic Investigations / Policing / Legal with at least 3 years at supervisory level or salary level 7/8 in a Loss control environment / Commercial Crimes / Motor Vehicle Accident related investigations.

Minimum Competencies: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication Effectiveness. Problem Analysis. Self-Management. Team Membership. Technical Proficiency

KPA's: Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Support GFMS planning processes. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ASSISTANT DIRECTOR: STRATEGY AND PLANNING

Salary Package: R444 693 (Level 10) Per Annum plus 37% lieu of benefits

Component: Institutional Compliance Assurance and Strategy

(Ref No: DOT49/01/2019) GFMS: East London

Minimum Requirements: National Diploma (NQF Level 6) in Public Administration with at least 3 years' at supervisory level or salary level 7/8 within planning, monitoring and evaluation environment.

Minimum Competencies: Applied Strategic Thinking. Planning and Organising. Communication and reporting skills. Problem solving and Decision Making. Analytical skills. Computer literacy skills. Understanding Strategic Planning, budgeting, implementation, reporting, monitoring and evaluation.

KPA's: Develop and maintain GFMS strategic and annual performance planning agenda. Based on legislative and policy directives develop and publish GFMS's planning agenda. Develop and maintain planning input instruments and templates. Provide technical support to Managers to enable compliance with the planning agenda. Facilitate the development and maintenance of GFMS Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate and consolidate Strategic Planning/Annual Performance Planning input processes. Coordinate and consolidate consultation processes. Provide continuous technical support and advisory services to GFMS governance structures to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Monitor, evaluate and report on the performance of GFMS in line with its strategic objectives and Annual Performance targets. Maintain institutional monitoring, evaluation and reporting instruments and templates* Coordinate evaluation processes based on the identified objectives and performance targets set in relevant plans. Coordinate the submission of quarterly performance reports. Validate performance information, prepare and present on a quarterly basis performance reports for GFMS governance structures of the department and oversight bodies. Provide early warning support to the executive management team of GFMS. Coordinate the development of GFMS Annual Report. Facilitate and coordinate policy development, review and maintain policy register. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

WAREHOUSE CONTROLLER: (1 YEAR CONTRACT)

Salary Package: R 356 289 (Level 09) Per Annum plus 37% lieu of benefits

Component: Fleet Risk and Logistics Management

(Ref No: DOT50/01/2019) GFMS: PE Government Garage

Minimum Requirements: Tertiary Qualification (NQF level 6) with at least 3 years at supervisory level or salary level 7/8 in a fleet environment. Logistics/ Warehousing/Asset Management experience will be an added advantage. A valid code 08 driving license.

Minimum Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making* Computer Literacy.

KPA's: Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles) Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers Manage the dispatching of vehicles to the different users Vehicle stock reconciliation and reporting Manage the vehicle post delivery services and key management of all vehicles Manage provisioning of facilities and Security Services. Manage the

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allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE (1 YEAR CONTRACT)

Salary Package R286 500.00 Per Annum plus 37% in lieu of benefits (OSD)

Component: Fleet Maintenance

(Ref No: DOT51/01/2019) GFMS: East London

N.B. THIS IS A RE-ADVERTISEMENT, THOSE WHO APPLIED PREVIOUSLY ARE ENCOURAGED TO APPLY AS THIS POST WAS ERRONEOUSLY ADVERTISED AS PERMANENT.

Minimum Requirements: * Trade Test certificate (Mechanical/Panel beating/Electrical) with 3 years' experience in a technical workshop environment. Valid code 08 driving license is essential.

Minimum Competencies: * Computer Literacy* Communication Skills (verbal and non - verbal) * Report Writing Skills *Computer Skills*Customer Care*Records Management.

KPA's: * Managing GFMS Suppliers – Merchants (authentication of supplier/merchant services)* Administer Maintenance process (Provide specialist and technical design and advisory services)* Administer Insurance processes.

STATE ACCOUNTANT: ASSET MANAGEMENT: (One year contract)

Salary Package: R242 475 (Level 7) per annum plus 37% lieu of benefits

Component: Financial Management

(Ref No: DOT52/01/2019) GFMS: East London

(N.B. This is a re-advertisement, those who applied previously are encouraged to apply.)

Minimum Requirements: * National Diploma (NQF Level 6) in Finance/ Auditing majoring in Accounting plus at least 2 years' experience in finance in an accrual environment* Practical knowledge of Accounting Standards* Knowledge of financial system in an accrual environment will be an added advantage* A valid driving license.

Minimum Competencies: * Creative Thinking*Decision Making*Problem Solving*Team Player*Technical Proficiency* Practical knowledge of Accounting Standards.

KPA's: * Maintain the asset registers for fleet assets under finance and operating leases* Maintenance of inventory registers*Manage maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicles tracker and PPE etc.) * Preparing reconciliations for all categories for PPE, Leases and Inventory. Other asset management administration.

RECEPTIONIST: (1 Year Contract)

Salary Package: R163 563 (Level 5) Per Annum plus 37% lieu of benefits

Component: Corporate Support Business Unit

(Ref No: DOT53/02/2019) GFMS: East London

Minimum Requirements: *Grade 12 (NQF level 4).

Minimum Competencies: *Good verbal and written communication skills * Conflict resolution* Self-Management *Interpersonal Relations*Multi-tasking and time management skills with the ability of prioritising task*Computer Literacy.

KPA's: * Welcome visitors in person and or telephonically* Direct visitors to the appropriate person*Provide receptionist services to the GFMS* Provide general administrative support services *Coordinate and manage all incoming and outgoing correspondence *Answering the switchboard, screening and forwarding incoming phone calls* Provide basic and accurate information in-person or via phone/email* Receiving and sorting daily mail/deliveries/couriers* Maintain office security by following safety procedures and controlling access via the reception desk* Perform other office administration duties.

NB - SHORTLISTED CANDIDATES WILL BE SUBJECTED TO COMPETENCY ASSESSMENT.



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ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: (1 YEAR CONTRACT)

Salary Package: R163 563.00 Per Annum (Level 05) plus 37% in lieu of benefits

Component: Supply Chain Management

(Ref No: DOT53/01/2019) GFMS: East London

Minimum Requirements: *Grade 12 (NQF level 4).

Minimum Competencies: * Computer Skills* Interpersonal relations* Good verbal written communication skills* Teamwork.

KPA's: *Request and receive quotations* Place orders*Issue and receive bid documents* To maintain database of bid issued and received*Update and maintain register of suppliers.

Applications can be forwarded through one of the following options:

Hand Delivery: Office no. 9, at 9 Cotton Road, Westbank, East London. **Post to:** The Head of Entity: Department of Transport, Private Bag X0001, East London, 5208.

Enquiries: Mrs P. Mbewu at 043- 7311249.

DEPARTMENT OF EDUCATION

CHIEF DIRECTOR: HRM & D

Salary Range: R1 189 338 Per Annum (Level 14)

Centre: Head Office-Zwelitsha

Ref. ECDOE 01/1/19

Minimum 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.

KPA's: 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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CHIEF DIRECTOR: STATUTORY ADVISORY SERVICES

Salary Range: R1 189 338 Per Annum (Level 14)

Centre: Head Office–Zwelitsha

Ref. ECDOE 02/1/19

Minimum 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.

KPA's: 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

CHIEF EDUCATION SPECIALIST (CES): CURRICULUM MANAGEMENT SUPPORT

Salary Range: R861 486 Per Annum (MMS Package)

Centre: Curriculum Management Support and Delivery

Chris Hani East

Ref. ECDOE 03/1/19

Minimum 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.

KPA's: 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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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)

Minimum 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

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

CES: CLUSTER COORDINATION

Salary Package: R861 486 Per Annum (MMS Package)

Centre: Head Office-Zwelitsha

Ref. ECDOE 07/1/19

Minimum 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

KPA's: 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 DCESs and SESs. 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 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,

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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 CESSs in both the GET and FET Directorates. **Enquiries:** District Director

CES: EDUCATION SOCIAL SUPPORT SERVICES

Salary Package: R861 486 Per Annum (MMS Package)

Centre: Sarah Baartman

Ref. ECDOE 08/1/19

Minimum 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

KPA's: 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

CES: HRD and LABOUR RELATIONS (2 POSTS)

Salary Package: R861 486 Per Annum (MMS Package)

Centre: Districts

Sarah Baartman Ref. ECDOE 09/1/19

Amathole West Ref. ECDOE 10/1/19

Minimum 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

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

Enquiries: District Directors



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CES: SERVICE STANDARDS BENCHMARKING AND TOOL MAKING

Salary Package: R861 486 Per Annum (MMS Package)

Centre: Head Office - Zwelitsha

Ref. ECDOE 11/1/19

Minimum 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.

KPA's: 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

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 17/1/19 (2 posts)

Amathole West Ref. ECDOE 18/1/19 (5 post)

Minimum 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.

KPA's: Monitor the performance profiles and functionality of schools allocated to him/her to ensure compliance with national and provincial norms and standards. • Conduct focused monitoring school visits to strengthen the administrative, leadership, management and governance capacity of schools under their brief. • Support school principals with leadership and management of curriculum planning and delivery in their schools • Monitor and record the state of school resources with regards to demand and supply of teaching.

Enquiries: District Directors (040) 608 4200

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): TECHNOLOGY: SENIOR PHASE

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 19/1/19

Minimum 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

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(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.

KPA's: 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 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 Intersen.

Enquiries: Ms G Koopman (040) 608 4200

DCES: ECD & FOUNDATION PHASE

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office – Zwelitsha

Ref. ECDOE 20/1/19

Minimum 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.

KPA's: 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

DCES: ECD & FOUNDATION PHASE

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 21/1/19

Minimum 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 strategically,

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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.

KPA's: 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

DCES: ECD & FOUNDATION PHASE

Salary Package: R 482 706 Per Annum (OSD)

Centre: OR Tambo Coastal

Ref. ECDOE 22/1/19

Minimum 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.

KPA's: 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

DCES: NATURAL SCIENCE INTERMEDIATE & SENIOR PHASE

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 23/1/19

Minimum 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 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.



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KPA's: 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

DCES: MATHEMATICS INTERMEDIATE PHASE

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 24/1/19

Minimum 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.

KPA's: 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 Intersen.

Enquiries: Ms G Koopman (040) 608 4200

DCES: LANGUAGES (ENGLISH & AFRIKAANS)

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 25/1/19

Minimum 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.

KPA's: 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

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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 Intersen.

Enquiries: Ms G Koopman (040) 608 4200

DCES: INTER/SEN PHASE CURRICULUM COORDINATOR (GRADE 4-9)

Salary Package: R 482 706 Per Annum (OSD)

Centre: Sarah Baartman

Ref. ECDOE 26/1/19

Minimum 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.

KPA's: 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: District Director

DCES: IN SCHOOL SPORTS, MUSIC AND HOSTELS

Salary Package: R 482 706 Per Annum (OSD)

Centre: Sarah Baartman

Ref. ECDOE 27/1/19

Minimum 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.

KPA's: 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



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DCES: GET

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office-Zwelitsha

Ref. ECDOE 28/1/19

Minimum 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 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.

KPA's: 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

DCES: LIFE SCIENCES: FET

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 29/1/19

Minimum 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

KPA's: 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



PROVINCE OF THE EASTERN CAPE

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DCES: LIFE ORIENTATION AND RELIGION STUDIES: FET

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office-Zwelitsha

Ref. ECDOE 30/1/19

Minimum 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 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.

KPA's: 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

DCES: FET BAND

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office-Zwelitsha

Ref. ECDOE 31/1/19

Minimum 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.

KPA's: 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



PROVINCE OF THE EASTERN CAPE

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DCES: EDUCATION SOCIAL SUPPORT SERVICES HIV/AIDS, LIFE SKILLS & SNP CO-ORDINATOR

Salary Package: R 482 706 per Annum (OSD)

Centre: Amathole West

Ref. ECDOE 32/1/19

Minimum 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.

KPA's: 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

DCES: LANGUAGES (FOUNDATION PHASE)

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office-Zwelitsha

Ref. ECDOE 33/1/19

Minimum 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.

KPA's: 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 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



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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)

Minimum 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.

KPA's: 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

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

Minimum 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 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.

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

Enquiries: District Directors



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DCES: CURRICULUM ADAPTATION (VOCATIONAL AND OCCUPATIONAL)

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 39/1/19

Minimum 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's 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

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

Enquiries: Ms G Koopman (040) 608 4200

DCES: FET SUB-DIRECTORATE: CURRICULUM MANAGEMENT & DELIVERY

Salary Package: R 482 706 Per Annum (OSD)

Centre: Buffalo City Metro

Ref. ECDOE 40/1/19

Minimum 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.

KPA's: 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

DCES: WHOLE SCHOOL EVALUATION

Salary Package: R 482 706 Per Annum (OSD)

Centre: Head Office-Zwelitsha

Ref. ECDOE 41/1/19

Minimum 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.

KPA's: 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.

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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

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

Minimum 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.

KPA's: 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 Directors

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

Minimum 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

KPA's: 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



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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

Minimum 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

KPA's: 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

SES: CURRICULUM MANAGEMENT SUPPORT (OPERATION AND RESOURCING: FET BAND AND ABET CENTRE) (4 POSTS)

Salary Package: R391 677 Per Annum (OSD)

CENTRE: 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

Minimum 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

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KPA's: 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

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

Salary Package: R391 677 Per Annum (OSD)

Centre's: 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

Minimum 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

KPA's: 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

SES: CURRICULUM MANAGEMENT (FET)

Salary Package: R391 677 Per Annum (OSD)

*Centre: IsiXhosa Intersen – OR Tambo Coastal
Ref. ECDOE 65/1/19*

Minimum 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



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Based Assessment. Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the GET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

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

Enquiries: District Director

SES: CURRICULUM MANAGEMENT (GET)

Salary Package: R391 677 Per Annum (OSD)

Centre: Maths Foundation Phase – OR Tambo Coastal

Ref. ECDOE 66/1/19

Minimum 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.

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

Enquiries: District Director

SES: ECD/GRADE R

Salary package: R391 677 Per Annum (OSD)

Centre: Sarah Baartman

Ref. ECDOE 67/1/19

Minimum 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.

KPA's: 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

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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

SES: ECD & FOUNDATION PHASE (LANGUAGES: SESOTHO)

Salary package: R391 677 Per Annum (OSD)

Centre: Head Office - Zwelitsha

Ref. ECDOE 68/1/19

Minimum 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, 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

KPA's: 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

SES: FET SOTHO -LANGUAGES)

Salary Package: R391 677 Per Annum (OSD)

Centre: Joe Gqabi

Ref. ECDOE 69/1/19

Minimum 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

KPA's: 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 Koopman (040) 608 4200



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SES: EMIS AND POLICY IMPLEMENTATION

Salary Package: R391 677 Per Annum (OSD)

Centre: OR Tambo Inland - Mthatha

Ref. ECDOE 70/1/19

Minimum 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.

KPA's: Co-ordinate and monitor the development & implementation of programmes, activities and projects within the Sub-Section of EMIS and Policy implementation. Planning, coordination, implementation and training of schools on electronic school administration systems such as SASAMS & Data Driven Districts. Supporting the district with statistical reports and interpretation of statistical reports. Establish clear channels of 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

SES: EXTRA CURRICULAR ENRICHMENT PROGRAMME (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

Minimum 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

KPA's: 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

ASSISTANT MANAGER: COMMUNITY LIAISON AND CUSTOMER CARE (EVENT MANAGEMENT)

Salary Package: R 356 289 Per Annum (Level 9)

Centre: Head Office–Zwelitsha

Ref: ECDOE 73/1/19

Minimum 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

KPA's: Supervise the provisioning of event management services; Develop and maintain the event management framework and instruments. Manage the provisioning of logistical arrangements for departmental events. Conduct the formal

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interaction and liaison with other event role players, inclusive of security and protocol personnel. Provide advice on the design of the marketing tools. Research venues, suppliers and contractors for events. Coordination of suppliers and all event logistics. Conduct pre-event planning and drills. Manage the dismantling and removal of event and clearance of the venue. Manage the allocated resources of the unit 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 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 4200

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

Minimum 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 Service. 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

KPA's: 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 Immovable 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 evaluate and report on the utilization of the departmental fleet. 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 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. Ensure management, maintenance and safekeeping of assets. **Enquiries:** District Directors

ASSISTANT DIRECTOR: FINANCIAL PLANNING (SCHOOL FINANCE) (4 POSTS)

Salary Package: R 356 289 Per Annum (Level 9)

Centre: Head Office - Zwelitsha

Ref: ECDOE 78/1/19

Minimum 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. 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

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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

KPA's: 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, 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

ASSISTANT DIRECTOR: HR DEVELOPMENT

Salary Package: R 356 289 Per Annum (Level 9)

Centre: OR Tambo Coastal

Ref: ECDOE 79/1/19

Minimum 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

KPA's: 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. To 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

ASSISTANT DIRECTOR: LABOUR RELATIONS (2 POSTS)

Salary Package: R 356 289 Per Annum (Level 9)

Centre: Districts

OR Tambo Inland Ref. ECDOE 80/1/19

Amathole West Ref. ECDOE 81/1/19

Minimum 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

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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.

KPA's: 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

ASSISTANT MANAGER: PAYMENT SERVICES (FINANCE) (4 POSTS)

Salary package: R 356 289 Per Annum (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

Minimum 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.

KPA's: 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

ASSISTANT DIRECTOR: SUPPORT IN THE OFFICE OF THE CHIEF DIRECTOR (2 POSTS)

Salary Package: R 356 289 Per Annum (Level 9)

Centre's: Head Office Strategic Planning–Zwelitsha Ref. ECDOE 85/1/19

Head Office Cluster A–Zwelitsha Ref. ECDOE 86/1/19

Minimum 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

KPA's: 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



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ASSITANT DIRECTOR: SCM (ACQUISITIONS AND DEMAND)

Salary Package: R 356 289 Per Annum (Level 9)

Centre: Head Office - Zwelitsha

Ref. ECDOE 87/1/19

Minimum 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.

KPA's: 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

ASSISTANT DIRECTOR: FINANCIAL CONTROL

Salary Package: R356 289 Per Annum (Level 9)

Centre: Joe Gqabi Ref.

Ref. ECDOE 88/1/19

Minimum 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).

KPA's: 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

Enquiries: District Director

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

Minimum 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.

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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

KPA's: 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

SES: INTERSECTORAL PROGRAMME

Salary Package: R391 677 Per Annum (OSD)

Centre: OR Tambo Inland

Ref. ECDOE 92/1/19

Minimum 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

KPA's: 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

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

Minimum 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

KPA's: 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



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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

Minimum 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 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.

KPA's: 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

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

Minimum 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 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.

KPA's: 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



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EDUCATION THERAPIST – PSYCHO SOCIAL SUPPORT

Salary Package: R440 992 Per Annum
Centre: Inclusive Education – Amathole East
Ref. ECDOE 97/1/19

Minimum 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 appropriate experience after registration with HPCSA as an Occupational Therapist.

KPA's: 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 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

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)

Minimum 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.

KPA's: 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

AGRICULTURAL FARM MANAGER

Salary Package: R242 475 Per Annum (Level 7)
Centre: Patensi AHS – Sarah Baartman
Ref. ECDOE 99/1/19

Minimum 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 field 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

KPA's: 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 government regulations are adhered to in all operations on the farm. Any other relevant activity related to farming. **Enquiries:** Principal Patensi Agricultural School

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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

Minimum 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.

KPA's: 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

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

Salary package: R440 992 Per Annum

Centre: Inclusive Education – Buffalo City Metro

Ref. ECDOE 101/1/19

Minimum 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 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.

KPA's: 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



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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

Minimum 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 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.

KPA's: 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

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)

Minimum 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.

KPA's: 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 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)



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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)

Minimum 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

KPA's: 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)

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)

Minimum 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.

KPA's: 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)

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

Minimum 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.

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National Environmental Management Act of 1998. Skills- planning and organizing, verbal and written communication and computer literacy skills.

KPA's: 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 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

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

Minimum 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.

KPA's: 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

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

Minimum 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.

KPA's: 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

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

Minimum 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 the field of SCM. A valid Code 8 driver's license.

KPA's: 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

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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

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*

Minimum 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.

KPA's: Develop and maintain an inventory of all school rationalization stakeholders contact details. Administrate the establishment of functional district school rationalization committees. 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

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)*

Minimum 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.

KPA's: 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

ICT TECHNICIAN - INFORMATION TECHNOLOGY

*Salary Package: R242 475 Per Annum (Level 7)
Centre: Head Office Zwelitsha
Ref: ECDOE 114/1/19*

Minimum 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.

KPA's: 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

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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

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

Minimum 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.

KPA's: 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

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

Minimum 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.

KPA's: Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally. **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).

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;

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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

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

The department of Cooperative Governance is an equal opportunity, affirmative action employer. NB: - Military Veterans, previously disadvantaged people and those with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

Ref: COGTA-01/02/2019

ONE (1) AUDIT COMMITTEE MEMBER

The Eastern Cape Department of Cooperative Governance calls on all suitably qualified and interested persons to apply for a position to serve as a replacement member of Audit Committee for the term of the Audit Committee members that expires on the 31 October 2020.

Remuneration of the Audit Committee is determined at the hourly rate in terms of paragraph 22 of the Eastern Cape Provincial Planning & Treasury Instruction No.6 of 2014/2015. Members will be remunerated for preparation and attendance to meetings at prescribed rates.

Minimum Requirements: A Bachelor's degree (NQF level 7) in Auditing, Finance, Risk Management, Administration or IT. Extensive experience in Government / Public Sector. Prior experience serving on Audit Committees. Demonstrate experience in participating in government structures. Have the ability to dedicate time to the activities of the Audit Committee. Have analytic reasoning abilities, good communication skills, and thorough understanding of the regulatory framework within which the Local & Provincial Government operates.

KPA'S: Assist the Executive Authority in fulfilling its oversight responsibilities over financial and non-financial reporting, the system of internal control, the audit processes, and the department's process for monitoring compliance with laws and regulations and the code of conduct. Monitor the responses to reported weakness, control deficiencies and make recommendations for improvement. Monitor the development and implementation of action plans and resolutions. The Audit Committee will report directly to the Head of Department and the Executive Authority of the Department.

Applications can be forwarded through one of the following options

POST TO: The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605.

Hand Delivery: Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho.

Enquires: Ms N. Mabusela at 040- 6095258/5239.

DEPARTMENT OF PUBLIC WORKS

DEPUTY DIRECTOR: BUILDINGS INFRASTRUCTURE

An all-inclusive remuneration package of R 697 011 Per Annum (Level 11)

Ref No: DPW 01/01/2019, Provincial Departments Infrastructure

Center: Head Office (Bhisho)

Minimum Requirements: A recognised Bachelor's Degree / National Diploma in Built Environment discipline with at least 8 - 10 years post qualification experience in Built Environment of which 3 years must be at an Assistant Director level in active construction, facilities or quality management as a site agent, facilities or quality management on a construction site. Professional registration with a Professional regulatory council although not mandatory will be an added advantage. A valid driver's licence. Understanding and application experience of SANS and ISO quality control provisions together with the relevant Built Environment Legislation. Excellent communication skills. Extensive computer literacy. Willingness to work

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after hours during emergencies. Knowledge of Public Service Management Framework. Understanding of Public Management Finance Act. Treasury instructions and regulations.

KPA's: Manage, co-ordinate and monitor the overall management of the Provincial In-house Maintenance Units and the activities of inspectorate services. Construction of minor new works and maintenance of government buildings. Responsible for the Provincial Departmental Artisan Development Programme. Develop, maintain and render broad maintenance management function in DPW managed buildings. Ensure that norms and standards are adhered to in all projects for both outsourced and in-house. Report and provide information regularly, as well as on demand to management. Manage subordinates, key performance areas and taking actions to correct deviations to achieve departmental objectives. Ensure implementation of monthly preventative maintenance, supervise and inspect the quality and quantity of work done or services rendered by the contractors. Manage the development and utilisation of Human Resources for the discipline and ensure competent knowledge base for continued success of technical services according to organisational needs and requirements. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the department.

CONTROL SURVEYOR TECHNICIAN: BUILDING PROFESSIONAL SERVICES

Salary Package: R 422 139 per annum (OSD)

Ref No: DPW 02/01/2019

Center: Alfred Nzo Regional Offices

Minimum Requirements: National Diploma in Survey or Cartography or relevant qualification. Valid driver's license. Compulsory registration with PLATO as a Survey Technician/Survey. Six years post qualification survey experience.

KPA's: Survey design and analysis effectiveness: Perform final review and approval or audits on new survey applications according to set standards and design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

Maintain survey operational effectiveness: Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specification and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services.

Financial Management: To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/ services, Manage the operational survey project portfolio for the operational to ensure the effective resourcing according to organizational needs and objectives, Manage the commercial added value of the discipline- related programmes and projects, Facilitate the compilation of innovation proposal to ensure validity and adherence to organizational principles, Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

Governance: Allocate, monitor and control resources. Compile risk logs(databases) and manages significant risk according to sound risk management practice and organizational requirement, provide technical consulting services for the operation of survey related matters to minimize possible survey risks, Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment, Continuously monitor the exchange and protection of information between operation and individuals to ensure effective knowledge management according to departmental objectives.

People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success survey services according to organization needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ARCHITECTURAL TECHNICIAN: BUILDING PROFESSIONAL SERVICES

Salary Package: R 293 652 Per Annum (OSD)

Ref No: DPW 03/01/2019

Center: Alfred Nzo Regional Offices

Minimum Requirements: National Diploma in Architecture or relevant qualification. Three years post qualification technical experience. Valid driver's license. Compulsory registration with SACAP, as a professional Architectural Technician.

KPA's: Render architectural services: Assist Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects. Promote safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedure to incorporate new technology; and Produce plans with specifications and submit for evaluation and approval by the relevant authority. **Perform administrative and related functions:** Provide inputs into the budgeting process as required. Compile and submit reports as required Provide and consolidate inputs to the technical/architectural plan Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. **Research and development:** Continuous professional development to keep up with new technologies

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and procedures Research/ literature studies on technical architectural technology to improve expertise; and Liaise with relevant bodies/councils on architecturally related matters.

ENGINEERING TECHNICIAN: PROFESSIONAL SERVICES (BUILDINGS)

Salary Package: R293 652.00 Per Annum (OSD)

Ref No: DPW 04/01/2019

Centre: Sarah Baartman Regional Office (Port Elizabeth)

Minimum Requirements: A National Diploma in Civil Engineering or relevant qualification • Three years post qualification technical (Engineering) experience within the Built environment. Valid driver's license. Compulsory registration with ECSA as Engineering Technician.

KPA's: Render technical services: - Assist Engineers, technologist and associates on site and technical office activities, promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority. **Perform Administrative and related functions:** - Provide inputs into the budgeting process as required; compile and submit reports as required; provide and consolidate inputs to the technical/engineering operation plan; develop, implement and maintain database; and supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.

Applications can be forwarded through one of the following options:

Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.

Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. **Enquiries:** Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140

DEPARTMENT OF SAFETY AND LIAISON

SENIOR MANAGER

FINANCIAL MANAGEMENT

Salary Range: R 1005 063 – R 1 183 932 Per Annum (Level 13).

All inclusive remunerative package; the remunerative package includes a basic salary (70% of package), State contribution to Government Employees Pension Fund = (13% of Basic Salary) and a flexible portion which can be structured according to the individual's personal needs.

(Ref. ESL/2019/01/01) Head Office

Minimum Requirements: Appropriate recognized Bachelor's degree/National Diploma applicable to the Financial Management field. 5 years Middle Management financial management experience in public sector.

Skills and Competencies: Proven leadership and management skills. Ability to implement internal systems and controls to ensure sound financial management. A track record in the preparation and management of annual performance plan budgeting, preparation of annual financial statement, expenditure management and rebates and salary management. Knowledge of the following: Government Accounting Standards (GRAP); Public Finance and Management Act (PFMA), Treasury Regulations and Guidelines, Personal Salary System (PERSAL), LOGIS, Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management Prescripts, project management, financial management, knowledge management, service delivery innovation, monitoring and evaluation, strategic planning, human resources management, supply chain management. Ability to communicate effectively • A good track record of working with multiple stakeholders • Proven skills in problem analysis and solving • Valid driver's license (Code 08).



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KPA's: Ensure the establishment and implementation of sound financial management, accounting and internal control systems and processes for the Department in compliance with relevant legislation requirements. Contribute to the development of the strategic and annual performance plans, including coordination, analysis and advice. Oversee the budget preparation process, provide advice and support to stakeholders and review the budget prior to submission to the relevant authority. Oversee and manage the budget monitoring process, including the production of applicable monthly and quarterly financial and performance reports and provide recommendations and advice to address significant variances. Monitor the operation of accounting systems, controls and procedures in order to ensure integrity of financial information. Ensure expenditure is incurred in accordance with the purpose approved in vote. Ensure payments to suppliers are made within thirty days of receiving invoice or claim, unless otherwise specified in contract. Conduct monthly analysis of expenditure patterns of various programmes and make recommendations where necessary. Ensure effective management of salaries and rebates. Review and manage the finalisation of the quarterly and Annual Financial Statements. Ensure the effective, efficient, economical and transparent use of financial and other resources. Provide financial management support to internal/external stakeholders. Manage engagement with assurance providers, including responding to matters raised (e.g. risk management action plans, internal and external auditors). Manage the utilisation of financial systems to capture accounting transactions, control the general ledger and perform financial administration

DEPUTY DIRECTOR: MONITORING FACILITATION

*Salary Package: R 826 053 Per Annum (Level 12).
(Ref. ESL/2019/01/02) Head Office*

Minimum Requirements: Degree (NQF Level 7) in the field of Social Sciences and /or Police Science. Minimum of 3-5 years of experience in managerial experience. Valid driver's license Code B.

Skills and Competencies: Ability to demonstrate comparable competence and achievements through experience. Strategic capability and leadership. Financial management. Programme and project management. Knowledge of the policy environment regarding crime prevention SAPS Act, Public Finance Management, White Paper on Safety and Security, and other relevant prescripts. Knowledge of the Department's constitutional mandate and the relevant policies, legislation and its relationship with the National Department and other stakeholders is required. Understanding of macro and micro development and growth of the economy within the province and the district is critical. Ability to interact with local municipality on matters relating to safety and security. Have knowledge of people management and inspire performance within the district. Computer literacy, drivers licence

KPA's: Ensure effective oversight on SAPS. Build a stronger partnership between SAPS and Communities. Ensure good governance and administration of monitoring and civilian oversight programme (PFMA, SCM, Treasury Regulations and Human Resources). Oversight of CPF structures. Monitoring implementation of Employment Equity. Monitoring Discipline within SAPS. Input into legislation on Safety and Security. Monitor all transformation initiatives in SAPS – Eastern Cape. Consolidate District reports on- Stations Monitored utilizing. National Monitoring Tool (NMT). Unannounced Visits. NMT recommendations implementation report. Accountability Engagements (Community perception). Conduct National and Provincial Special Projects. Support identified Districts on organizing and hosting of Accountability Engagements. Organize Workshops for Districts on areas of operation. Secretariat of the Provincial Service Delivery Working Group.

DEPUTY DIRECTOR: SAFETY EVENTS MANAGEMENT HEAD OF DEPARTMENT SUPPORT

*Salary Package: R 697 Per Annum (Level 11).
(Ref. ESL/2019/01/03) Head Office*

Minimum Requirements: A Degree/Diploma in Public Relations/ Events Management or any related qualification. Minimum of 3-5 years of experience in managerial experience. Valid Driver's Licence.

Skills and Competencies: Knowledge of strategic leadership. Proven skills with respect to administration, research and writing, interpersonal relations, performance management and project management. Knowledge of the Constitution, Public Service Act, PFMA, the Department's Constitutional mandate and stakeholders. Ability to work under pressure. Computer Literacy. Leadership and strategic skills, Planning and Organizing Skill. Budgeting and Financial Management. In-depth understanding of Management Performance Assessment Tool (MPAT), People Management and Empowerment. Conflict Management Skill. Change Management, including promoting transformation. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid driving licence

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KPA's: Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events in consultation with Communications. Prepare closeout reports for the events. Develop and maintain records and information management system for the office of the Head of Department. Assist the Executive Support in coordinating input processes which will enable the Head of Department to execute her/his responsibilities in the governance structures of the Department, intergovernmental technical structures and legislature structures/hearings. Ensure functionality of departmental governance structures. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate Management Assessment Tool (MPAT) in the department. Ensure compliance by the Office of the Head of Department with all statutory requirements and reports. Ensure that reporting deadlines are met by the department. Liaise with the various branches, sister departments on all mutual business affecting the department. Coordinate the implementation of internal audit recommendations. Coordinate the implementation of external audit recommendations. Undertake internal control assignments to ensure compliance with policies, prescripts procedures.

ASSISTANT MANAGER: CIVILIAN OVERSIGHT AND MONITORING

*Salary Package: R 444 693 Per Annum (Level 10).
(Ref. ESL/2019/01/04) NMMD*

Minimum Requirements: Three year degree / diploma (NQF Level 7) in the field of Social Science or Police Science or Criminology or Public Administration. Minimum of 3 -5 years supervisory experience preferably in the Monitoring and Oversight field. Computer literacy. Valid driver's Licence.

Skills and Competencies: Knowledge of SAPS Act, NCPS, White Paper on Safety and Security, Negotiation skills, Presentation. Practical experience in Community Safety Programmes and oversight function. Knowledge of the policy environment regarding Crime Prevention, SAPS Act, Public Finance Management Act, White Paper on Safety and Security, PCPS and other relevant prescripts. Knowledge and implementation of the Departments constitutional mandate and the relevant policies, legislations and its relationship with the National Departments and other stakeholders is required. Understanding of socio economic development issues within the province and the district is critical. Experience in human resource management and knowledge of relevant legislations and prescripts. Be able to build sound relations with internal and external stakeholders.

KPA's: Conduct the function of civilian oversight over the SAPS including transformation of policies and guidelines that are implemented by the SAPS. Monitoring and evaluation of the SAPS fraud prevention strategy. Manage resources within the component.

COMMUNITY LIAISON OFFICER (2 POSTS)

*Salary Package: R 299 709 Per Annum (Level 08).
JOE GQABI DISTRICT (Ref. ESL/2019/01/05) Joe Gqabi
CHRIS HANI DISTRICT (Ref. ESL /2019/01/06) Chris Hani*

Minimum Requirements: Degree or National Diploma or equivalent in the field of Social Sciences and/or Police Science. Experience of 2-3 years in the relevant field. Valid driver's license Code B

Skills and Competencies: The Constitution of RSA, 1996. Knowledge of public service Act and regulations. PFMA. South African Police Service Act, 1995. National Crime Prevention Strategy, 1996. Domestic Violence Act, 1998. Child Care Act, 1983. Criminal Procedure Act, 1977. South African Police Service National Instructions, Standing Orders and Regulations. Promotion of Administrative Justice Act, 2000. Promotions of Access to Information Act, 2000. Civilian Secretariat for Police Service Act, 2011. Independent Investigative Directorate Act 1 of 2011, Communication skills. Project management skills Community Development. Report writing skills. Computer skills. Financial Management skills

KPA's: **Conduct effective oversight of the South African Police Services.** Conduct Police Cluster accountability engagements. Conduct service delivery evaluations at identified Police Stations. Participate in strategic engagements with SAPS Clusters. Conduct Unannounced visits at identified police stations. **Strengthen community police relations in the district.** Conduct assessment of functionality of the CPF structures within the district. Oversee CPF Elections. Establish and monitor the functioning of street and village Committees. Conduct capacity building programs for CPFs through Clusters. Conduct community mobilization programs. Support Municipalities with establishment and functioning of Community Safety forum, Participate in IDP and IGR sessions. Assess and monitor the implementation of the school safety crime prevention protocol by SAPS. Facilitate the establishment, payment and monitoring of safety patrollers. **Compile and Submit Performance reports.** Submit verified monthly progress reports on activities. Comply with PMDS requirements



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ADMIN OFFICERS (2 POSTS)

Salary Package: R 242 475 Per Annum (Level 07).
AMATHOLE DISTRICT (Ref. ESL/2019/01/07) Amathole
JOE GQABI DISTRICT (Ref. ESL/2019/01/08) Joe Gqabi

Minimum Requirements: Grade 12 with 10 years' experience or three year degree or National Diploma in the field of Purchasing Management/ Public Administration or Management / Financial / Logistics Management. 2-3 years' relevant experience in Supply Chain Management. A driver' licence is an added advantage.

Skills and Competencies: Knowledge of financial management, general administration and supply chain Management. Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts, problem solving, communication skills (Verbal and Written), customer care etc. Ability to work under pressure and independently. Computer Skills.

KPA's: Provision of Admin Support to the District office, Records Management, Fleet Management, Ensure the efficient and effective supervisory functions, financial Management and Supply Chain Management

ADMIN CLERK

Salary Package: R 163 563 Per Annum (Level 05).
(Ref. ESL/2019/01/09) Nelson Mandela Metro District

Minimum Requirements: Grade 12, three year degree Degree or National Diploma in the field of Purchasing Management, Public Administration / Management, Financial, Logistic Management or relevant qualification, with at least 0-2 years relevant experience in Financial Management / SCM.

SKILLS AND COMPETENCIES: Knowledge of financial administration. Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts. Financial management skills, problem solving and communication skills (Verbal and Written. Ability to work under pressure and independently. Computer Literacy.

KPA's: Preparation of procurement requests for Supply Chain Management unit. Processing of submitted requisition. Capturing valid requisitions on Logis. Perform other general clerical duties.

AUDIT AND RISK COMMITTEE MEMBERS (3 POSTS)

(REF NO: ESL/2019/01/10)

Head Office

Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.

Minimum Requirements: Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body

Attributes and Skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry. Independence from all operations of the Department of Public Service and Administration and the Centre for Public Service Innovation.

KPA's: The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter.

Applications can be forwarded through one of the following options:

Post to: The Department of Safety and Liaison, Private Bag X0057, Bhisho, 5605.

Hand Delivery: No 7 Taylor Street, Arches Building, King Williams Town, 5601.

Enquiries: Ms NA Zuma at 043 605 6800



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DEPARTMENT OF HUMAN SETTLEMENTS

INTERNSHIP PROGRAMME

42 INTERNS REQUIRED

HEAD OFFICE, JOE GQABI, CHRIS HANI, ALFRED NZO, SARAH BAARTMAN, AMATHOLE AND
BUFFALO CITY REGION

STIPEND – DETERMINED BY THE QUALIFICATION (TABLE A OF DPSA DIRECTIVE)

DURATION - 24 MONTHS

This advertisement, is issued to all unemployed applications younger than the ages of 35 including persons with disabilities in the EC Province, who possess a 3-year qualification Degree or National Diploma from an accredited tertiary institution. Applicants who have already participated in any Government Internships Programme will not be considered and if it is found that this was the case after verification, they will not be considered. The primary purpose of internship program in government is acquisition of skill, knowledge and experience in order to compete in the open labour market and Public Service.

Requirements:

A 3-year degree/national diploma with no work experience
Applicants must be less than 35 years of age
Candidate must be a resident in the Eastern Cape Province
Good communication skills (verbal and written)
Fully completed Z83 form obtainable from all government
Departments/DPSA website
Curriculum Vitae (CV) not more than 3 pages
Certified copy of RSA Identity Document
Certified copy of certificate together with transcripts copies
Attach current less than 3 months legitimate proof of residence

DIRECTORATE/SUB DIRECTORATE	PLACEMENT	QUALIFICATION	NO	REF NO
Management Accounting Services	Head Office – East London	Degree/ND: Financial/Management Accounting	1	DHS/INTERN/01/01/2019
Salary Administration	Head Office	Degree/ND: Finance Related	1	DHS/INTERN/02/01/2019
General Payments	Head Office	Degree/ND: Finance Related	1	DHS/INTERN/03/01/2019
Asset Management	Head Office	Degree/ND: Logistics and Assets/Facilities	2	DHS/INTERN/04/01/2019
Employee Wellness	Head Office	BA (Social Science)/Hon Psychology/BA Social Work	1	DHS/INTERN/05/01/2019
Labour Relations	Head Office	ND/Degree: HRM/Labour Law/Labour Relations/Industrial Psychology	1	DHS/INTERN/06/01/2019
Contract Management	Head Office	LLB Degree	2	DHS/INTERN/07/01/2019
Legal Advisory Services	Head Office	LLB Degree	1	DHS/INTERN/08/01/2019



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DIRECTORATE/SUB DIRECTORATE	PLACEMENT	QUALIFICATION	NO	REF NO
Supply Chain Management	Head Office	Degree/ND: Supply Chain/Pubic Admin/Management/ Finance/Logistics	2	DHS/INTERN/09/01/2019
Research	Head Office	Degree/Honours/Masters in Social Science	2	DHS/INTERN/10/01/2019
Internal control	Head Office	Degree/ND: Accounting/Cost and Management/Auditing	1	DHS/INTERN/11/01/2019
Social Facilitation	Head Office	BA: Social Science	2	DHS/INTERN/12/01/2019
Stakeholder Engagement & IGR	Head Office	ND/Degree in Public Administration/Public Management	1	DHS/INTERN/13/01/2019
District Co-ordination and Project Management	Joe Gqabi Aliwal North	2 = ND/Degree: Admin/Office Management & Technology 2 = ND/Degree: Construction Management/Civil/Building	4	DHS/INTERN/14/01/2019
District Co-ordination and Project Management	Chris Hani Komani	1 = ND/Degree: Admin/Office Management & Technology 1 = ND/Degree: Construction Management/Civil/Building	2	DHS/INTERN/15/01/2019
District Co-ordination and Project Management	Alfred Nzo Kokstad	2 = ND/Degree: Admin/Office Management & Technology 2 = ND/Degree: Construction Management/Civil/Building	4	DHS/INTERN/16/01/2019
District Co-ordination and Project Management	Sarah Baartman Port Elizabeth	1 = ND/Degree: Admin/Office Management & Technology 1 = ND/Degree: Construction Management/Civil/Building	2	DHS/INTERN/17/01/2019
Internal Audit	Head Office	ND/Degree: Internal Auditing	2	DHS/INTERN/18/01/2019
Government Information & Communication Technology Management (GICTM)	Head Office	2 = ND/Degree: Information Technology (Communications Networks) 1 = ND/Degree: Systems Development 1 = ND/Degree: Records Management/Library and Information Science/ Information Knowledge Management	4	DHS/INTERN/19/01/2019
Human Resource Management	Head Office	ND/Degree: HRM/ Public Administration/Public Management	1	DHS/INTERN/20/01/2019



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DIRECTORATE/SUB DIRECTORATE	PLACEMENT	QUALIFICATION	NO	REF NO
Human Resource Development	Head Office	ND/Degree: Management of Training/HRM	1	DHS/INTERN/21/01/2019
District Co-ordination and Project Management	Amathole East London	1 = ND/Degree: Admin/Office Management & Technology 1 = ND/Degree: Construction Management/Civil/Building	2	DHS/INTERN/22/01/2019
District Co-ordination and Project Management	Buffalo City East London	1 = ND/Degree: Civil 1 = ND/Degree: Building	2	DHS/INTERN/23/01/2019

DIRECTIONS TO CANDIDATES

Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application.

Applications must be submitted on a signed Z83 form obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, certified copies of all required documentations (with an original certification stamp by a Commissioner of Oaths/South African Police Services not older than three (03) months. An identity document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal driving licence is attached). It is the applicant's obligation to have foreign qualifications assessed for equivalence by SAQA.

Applications who do not comply with the above will be disqualified. No faxed and emailed applications will be considered. Successful candidates will be expected to sign a 24 months internship contract.

Applications can be forwarded through one of the following options:

Post the application to the Director: Human Resource Development, Department of Human Settlements, Private Bag X13008, Cambridge, 5206, for attention of Mr S. L. Siswana OR **Hand Deliver** at Steve Tshwete House, 31 - 33 Phillip Frame Road (in front of SARS) Waverly Park, Chiselhurst, East London 1st floor, Room 2. **Enquiries:** Ms N. K. Sokoyi 043 - 711 9702, Ms N. Kwesaba 043 - 711 9883,



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DEPARTMENT OF HEALTH

INTERNSHIP PROGRAMME FOR THE FINANCIAL YEAR 2019/2020

The Eastern Cape Department of Health (ECDOH) is offering 560 internships opportunities for a period of (24 months) and to unemployed graduates from Higher Education Institutions (Universities) who have completed their Degrees or 3 year National Diplomas and who have not been exposed to Public Service work related to the field of study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies and experience in the related fields. Applicants who are suitable qualified are hereby invited encouraged to apply.

Remuneration for the Internship programme is a stipend of R5 320 per month (24 months)

Chief Directorate	Qualification/Area of specialization / study	Workstation & Number of posts per workstation	Reference Number	Total Number of Posts per Directorate
Integrated Human Resources Management	National Diploma/Degree in Human Resources Management	Alfred Nzo District: 8, Amathole District: 8, Buffalo City Metro: 8, Chris Hani District: 8, Joe Gqabi District: 8, Head Office: 10, Nelson Mandela Metro: 8, OR Tambo District: 8, Sarah Baartman District: 8, Frere Tertiary Hospital: 5, Nelson Mandela Academic Hospital: 5, Livingstone Tertiary Hospital: 5, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1, Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1, Elizabeth Donkin Hospital: 1, Fort England Psychiatric Hospital: 2	HRD/01/01/2019	102



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		Komani Psychiatric Hospital: 2		
Chief Directorate	Qualification/Area of specialization / study	Workstation & Number of posts per workstation	Reference Number	Total Number of Posts per Directorate
	National Diploma/Degree in Management of Training	Alfred Nzo District: 4, Amathole District: 4, Buffalo City Metro: 4, Chris Hani District: 4, Joe Gqabi District: 4, Head Office: 8, Nelson Mandela Metro: 4, OR Tambo District: 4, Sarah Baartman District: 4, Frere Tertiary Hospital: 2, Nelson Mandela Academic Hospital: 2, Livingstone Tertiary Hospital: 2, Cecilia Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1 Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1 Elizabeth Donkin Hospital: 1 Fort England Psychiatric Hospital: 1 Komani Psychiatric Hospital: 1	HRD/02/01/2019	52
	Degree in Social Sciences/Social Work	Alfred Nzo District: 1, Amathole District: 1, Buffalo City Metro: 1, Chris Hani District: 1, Joe Gqabi District: 1, Head Office: 2, Nelson Mandela Metro: 1, OR Tambo	HRD/03/01/2019	18



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		District: 1, Sarah Baartman District: 1, Frere Tertiary Hospital: 1, Nelson Mandela Academic Hospital: 1, Livingstone Tertiary Hospital: 1, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1 Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1		
	National Diploma/ Degree in Labour Relations	Alfred Nzo District: 1, Amathole District:1, Buffalo City Metro: 1, Chris Hani District: 1, Joe Gqabi District: 1, Head Office: 4, Nelson Mandela Metro: 1, OR Tambo District: 1, Sarah Baartman District: 1, Frere Tertiary Hospital: 1, Nelson Mandela Academic Hospital: 1, Livingstone Tertiary Hospital: 1, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1 Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1	HRD/04/01/2019	20
Integrated Financial Management	National Diploma/ Degree in Financial Management	Alfred Nzo District: 4, Amathole District: 4, Buffalo City Metro: 4,	HRD/05/01/2019	64



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		Chris Hani District: 4, Joe Gqabi District: 4, Head Office: 6, Nelson Mandela Metro: 4, OR Tambo District: 4, Sarah Baartman District: 4, Frere Tertiary Hospital: 4, Nelson Mandela Academic Hospital: 4, Livingstone Tertiary Hospital: 4, Cecilla Makiwane Regional Hospital: 2, Frontier Regional Hospital: 2, St Elizabeth Regional Hospital: 2 Mthatha Regional Hospital: 2, Dora Nginza Regional Hospital: 2 Elizabeth Donkin Hospital: 1 Fort England Psychiatric Hospital: 1 Komani Psychiatric Hospital: 2		
	National Diploma/ Degree in Cost and Management Accounting	Alfred Nzo District: 2, Amathole District: 2, Buffalo City Metro: 2, Chris Hani District: 2, Joe Gqabi District: 2, Head Office: 3, Nelson Mandela Metro: 2, OR Tambo District: 2, Sarah Baartman District: 2, Frere Tertiary Hospital: 1, Nelson Mandela Academic Hospital: 1, Livingstone Tertiary Hospital: 1, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1	HRD/06/01/2019	29



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		Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1, Komani Psychiatric Hospital: 2		
	Degree in Finance & Accounting	Alfred Nzo District: 2, Amathole District: 2, Buffalo City Metro: 2, Chris Hani District: 2, Joe Gqabi District: 2, Head Office: 6, Nelson Mandela Metro: 2, OR Tambo District: 2, Sarah Baartman District: 2, Frere Tertiary Hospital: 1, Nelson Mandela Academic Hospital: 1, Livingstone Tertiary Hospital: 1, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1 Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1	HRD/07/01/2019	33
	National Diploma/ Degree in Supply Chain Management/ Public Management/ Inventory Management/ Logistic Management	Alfred Nzo District: 3, Amathole District: 3, Buffalo City Metro: 3, Chris Hani District: 3, Joe Gqabi District: 3, Head Office: 6, Nelson Mandela Metro: 3, OR Tambo District: 3, Sarah Baartman District: 3, Frere Tertiary Hospital: 3, Nelson Mandela Academic Hospital: 3, Livingstone Tertiary Hospital: 3,	HRD/08/01/2019	46



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		Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1 Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1 Fort England Psychiatric Hospital: 2		
	National Diploma/ Degree in Internal Auditing/ Risk Management	Alfred Nzo District: 1, Amathole District: 1, Buffalo City Metro: 1, Chris Hani District: 1, Joe Gqabi District: 1, Head Office: 6, Nelson Mandela Metro: 1, OR Tambo District: 1, Sarah Baartman District: 1, Frere Tertiary Hospital: 1, Nelson Mandela Academic Hospital: 1, Livingstone Tertiary Hospital: 1, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1 Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1 Fort England Psychiatric Hospital: 1, Komani Pyschiatric Hospital: 2,	HRD/09/01/2019	21
	National Diploma/ Degree in Public Administration	Alfred Nzo District: 1, Amathole District: 1, Buffalo City Metro: 1, Chris Hani District: 1, Joe Gqabi District: 1, Head Office: 7, Nelson	HRD/10/01/2019	19



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		Mandela Metro: 1, OR Tambo District: 1, Sarah Baartman District: 1, Frere Tertiary Hospital: 1, Nelson Mandela Academic Hospital: 1, Livingstone Tertiary Hospital: 1, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1 Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1 Fort England Psychiatric Hospital: 1,		
	Degree in LLB	Head Office: 5	HRD/11/01/2019	5
	National Diploma/ Degree in Office Administration/ Office Management Technology/ Management Assistant	Alfred Nzo District: 3, Amathole District: 3, Buffalo City Metro: 3, Chris Hani District: 3, Joe Gqabi District: 3, Head Office: 19, Nelson Mandela Metro: 3, OR Tambo District: 3, Sarah Baartman District: 3, Frere Tertiary Hospital: 2, Nelson Mandela Academic Hospital: 2, Livingstone Tertiary Hospital: 2, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1, Mthatha Regional Hospital: 1,	HRD/12/01/2019	59



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		Dora Nginza Regional Hospital: 1, Elizabeth Donkin Hospital: 3, Fort England Psychiatric Hospital: 2,		
	National Diploma/ Degree in Information Technology	Alfred Nzo District: 3, Amathole District: 3, Buffalo City Metro: 3, Chris Hani District: 3, Joe Gqabi District: 3, Head Office: 10, Nelson Mandela Metro: 3, OR Tambo District: 3, Sarah Baartman District: 3, Frere Tertiary Hospital: 2, Nelson Mandela Academic Hospital: 2, Livingstone Tertiary Hospital: 2, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1, Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1, Elizabeth Donkin Hospital: 3, Fort England Psychiatric Hospital: 2	HRD/13/01/2019	42
	National Diploma/ Degree in Document Management	Alfred Nzo District: 3, Amathole District: 3, Buffalo City Metro: 3, Chris Hani District: 3, Joe Gqabi District: 3, Head Office: 5, Nelson Mandela Metro: 3, OR Tambo	HRD/14/01/2019	44



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		District: 3, Sarah Baartman District: 3, Frere Tertiary Hospital: 2, Nelson Mandela Academic Hospital: 2, Livingstone Tertiary Hospital: 2, Cecilla Makiwane Regional Hospital: 1, Frontier Regional Hospital: 1, St Elizabeth Regional Hospital: 1, Mthatha Regional Hospital: 1, Dora Nginza Regional Hospital: 1, Elizabeth Donkin Hospital: 4		
	National Diploma/ Degree in Communications/ Media/Journalism/Gr aphic Design	Head Office: 4	HRD/15/01/2019	4
	National Diploma/ Degree in Public Relations	Head Office: 2	HRD/16/01/2019	2

Applications can be forwarded through one of the following options:

In order to apply for the internship programme, you can post or hand deliver to the relevant centres indicated below: The applications must be addressed to The Manager: HRD; Eastern Cape Department of Health; CD: HRD/Section: Learnerships and Internships quoting the relevant Reference Number and the Workstation/Centre where you wish to undertake Internship / Experiential Learning for attention of a Contact Person in a District where you apply.

Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:

NO	WORKSTATION/ CENTRE	PHYSICAL ADDRESS	POSTAL ADDRESS	CONTACT PERSON/ENQUIRIES
1	Alfred Nzo District Office	Department of Health (Alfred Nzo) Office No: 26 (HRD Unit) 81 Murray Street Kokstad, 4700	Department of Health (Alfred Nzo District) (HRD Unit) Private Bag X 3515, Kokstad, 4700	Mrs BN Mbobo Telephone no: 039 797 6082 /060 557 9756



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NO	WORKSTATION/ CENTRE	PHYSICAL ADDRESS	POSTAL ADDRESS	CONTACT PERSON/ENQUIRIES
2	Amathole District Office	Department of Health (Amathole District Office) No: 05, 19 St. James Road, Ground Floor, Medical Centre Building, Southernwood 5201	Department of Health (Amathole District) Private Bag X 002, Southernwood, East London 5201	Mr X Mene Telephone no: 043 707 6700/ 060 563 1247
3	Buffalo City Metro Office	Department of Health (Buffalo City Metro) No. 64 Terminas Street Old Standard Bank Building East London 5201	Department of Health (Buffalo City Metro) Private Bag X9015, East London, 5201	Ms N Jukuju Telephone no: 043 722 7102
4	Chris Hani District Office	Department of Health (Chris Hani District) Komani Hospital, Ward F Queenstown 5219	Department Of Health (Chris Hani District) PO Box 1661, Queenstown 5320	Mrs PN Shweni Telephone no: 045 807 1100/1177 /060 563 1233
5	Frere Tertiary Hospital	Department of Health (Frere Tertiary Hospital) Room 4.11, 4th Floor Frere Hospital, East London, 5201	Department of Health (Frere Tertiary Hospital) Private bag X 9047, East London, 5200	Mrs Z Moyikwa / Ms C Myeki Telephone no: 043 709 2150 /082 474 6055
6	Head Office	Department of Health (Head Office) Office No: 02, First Floor, Unathi House, Bhisho, 5605	Department of Health (Head Office) Private Bag X0038 Bhisho 5605	Ms Makonco/ Mr S April Telephone no: 040 608 1521/23
7	Joe Gqabi District Office	Department of Health (Joe Gqabi District) HRD Office, 32 Dan Pienaar Street, Springs, Aliwal North, 9750	Department of Health (Joe Gqabi District) Private Bag X 1005, Aliwal North 9750	Mr LL Kometsi Telephone no: 051 633 9630/ 060 557 9591
8	Livingstone Tertiary Hospital	Department of Health (Livingstone Hospital) Corner of Lindsay & Stanford Road, Korsten 6020	Department of Health (Livingstone Tertiary Hospital) Private Bag x Korsten, Port Elizabeth, 6020	Mr S Msila Telephone no: 041 405 2310/2306
9	Nelson Mandela Academic Hospital	Department of Health (Nelson Mandela Academic Hospital) Level Office No. 67/65 Nelson Mandela Drive Mthatha, 5099	Department of Health (Nelson Mandela Academic Hospital) Private Bag X5014 Mthatha, 5099	Mrs X Mfokazi Telephone no: 047 502 4509/ 073 428 5139
10	Nelson Mandela Metro Office	Department of Health (Nelson Mandela Metro) Room B6, Conningham Road Parsons Hill 6001	Department of Health (Nelson Mandela Metro District), Private Bag X 28000, Greenacres, 6057	Ms Adams Telephone no: 041 391 8106 /060 583 5691
11	OR Tambo District Office	Department of Health (Sarah Baartman District) Office 9-24, Botha Sigcawu Building, Mthatha, 5099	Department of Health (OR Tambo District) Private Bag X 5005, Mthatha, 5099	Mr FN Duntsula Telephone no: 047 502 9033/ 073 160 9186



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 25 of 2018/19

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NO	WORKSTATION/ CENTRE	PHYSICAL ADDRESS	POSTAL ADDRESS	CONTACT PERSON/ENQUIRIES
12	Sarah Baartman District Office	Department of Health (Sarah Baartman District), HRD Office, 5 Downing Street, Port Elizabeth 6001	Department of Health (Sarah Baartman District Private Bag X27667, Greenacres, Port Elizabeth, 6057	Ms N Wayiza Telephone no: 041 408 8514 / 041 408 8147
13	Mthatha Regional Hospital	Department of Health (Mthatha Regional Hospital) Nelson Mandela Drive Mthatha 5099	Department of Health Mthatha Regional Hospital Private Bag 5014 Mthatha 5099	Ms Z Mkosi Tel no Tel no 047 502 4143/4008
14	Dora Nginza Regional Hospital	Department of Health Dora Nginza Regional Hospital Sphondo Street Zwile Port Elizabeth 6205	Department of Health Dora Nginza Regional Hospital Private Bag x1151 Algoa Park Port Elizabeth 6205	Ms N Makhanda Tel no 041 406 4083
15	St Elizabeth Regional Hospital	St Elizabeth Regional Hospital Main Street Lusikisiki 4820	St Elizabeth Regional Hospital Private Bag x1007 Lusikisiki 4820	Mr Nozaza Tel no 039 253 5000/5021
16	Komani Psychiatric Hospital	Komani Psychiatric Hospital 1836 National Road Komani	Komani Hospital, Private Bag x 4043. QUEENSTOWN.5320. Enquiries: Mrs A Sokutu Tel no 045 858 8400.	Ms Z Mzaca Tel no 045 858 8802
17	Elizabeth Donkin Hospital	Elizabeth Donkin Hospital La Roche Drive Forest Hill Port Elizabeth	Elizabeth Donkin Hospital, Private Bag X 6024, Port Elizabeth 6001	Ms J Hill Tel no 041 506 6213
18	Fort England Psychiatric Hospital	Fort England Psychiatric Hospital York Road Grahamstown	Fort England Hospital Private Bag X1002, Grahamstown 6139	Ms M Duda Tel no 046 622 2300
19	Cecilla Makiwane Regional Hospital	Cecilla Makiwane Regional Hospital No 4 Billy Street Mdantsane EL	Cecilia Makhiwane Hospital: Private Bag X 001, Mdantsane, 5225	Ms Nkontso Tel no 043 708 2121
20	Frontier Regional Hospital	Frontier Regional Hospital No 2 Kingsway Road Queenstown	Frontier Regional Hospital Private Bag 7063 Queenstown 5320	Ms O Mgambu Tel no 045 808 4294

INTERNSHIP PROGRAMME FOR THE FINANCIAL YEAR 2019/2020

The Eastern Cape Department of Health (ECDOH) in partnership with HWSETA is offering 22 internship opportunities for a period of a year (**12 months**) to Unemployed South African Graduates from Higher Education Institutions, who have completed Degrees or Diplomas, and have not been exposed to Public Service Work Experience related to the Field of Study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies in the said Fields. Applicants are hereby invited from suitable qualified candidates to apply.

Stipend: R5 000.00 per month for a duration of 12 Months



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 25 of 2018/19
CLOSING DATE: 22 FEBRUARY 2019

INTERNSHIP ADVERT BREAKDOWN ALLOCATION FOR RECRUITMENT OF 22 SOCIAL WORK INTERNS

1. Bachelor of Social Science in Social Work/ Bachelor of Arts in Social Work

Please forward applications, quoting the relevant Reference Number to: Eastern Cape Department of Health: Human Resource Development (HRD): **Attention** Ms. Makonco Post to: HRD Office, Private Bag X0038 Bhisho 5605 or hand deliver to: Department of Health (Head Office) Office No: 02, First Floor, Unathi House, Bhisho, 5605 . Enquiries: Ms. V.P Makonco 040 608 1523/1521

ECDOH/HWSETA EXPERIENTIAL LEARNING PROGRAMME FOR THE FINANCIAL YEAR 2019/2020

The Eastern Cape Department of Health (ECDOH) is offering 140 HWSETA funded TVET Experiential Learning opportunities for a period of **(18 months)** to TVET students who have completed their N4, N5 and N6 and have not been exposed to Public Service work experience related to the Field of Study that they have completed. This will be a Work-Based Structured approach to Experiential Learning related to an occupation with an aim to acquire competencies an experience in the said fields. Applicants are hereby invited from suitable qualified candidates to apply.

Stipend: R2 500.00 per month

Duration: Eighteen Months (18 Months) only

EXPERIENTIAL LEARNING ADVERT BREAKDOWN ALLOCATION FOR RECRUITMENT OF 140 EXPERIENTIAL LEARNERS: DURATION OF EIGHTEEN MONTHS (18 MONTHS) 2019/2020

1. HUMAN RESOURCES MANAGEMENT: QUALIFICATIONS REQUIRED - REF. NO.: HRD/TVET 01/ 2019

1.1 N6 Certificate HRM (Ref No.: HRD/TVET 01/2019): Total Required – 46

Chief Directorate	Qualification/ Area of specialization/ study	Workstation & Number of posts per workstation	Reference Number	Total Number of Posts per Directorate
Integrated Human Resources Management	N6 Certificate in HRM	Dora Nginza Regional Hospital:4, Frontier Hospital: 4, Mthatha Regional Hospital:4, Cecilia Makhiwane Regional Hospital:4, St Elizabeth Regional Hospital: 4, Head Office:15,Lilitha Nursing College(East London Campus):2, Lilitha Nursing College(Port Elizabeth Campus):2, Lilitha Nursing College(Mthatha Campus):2, Lilitha Nursing College(Lusikisiki Campus) :2 ,Lilitha Nursing College(Queenstown campus):2, EMS College:1	HRD/TVET/01/01/2019	46



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 25 of 2018/19

CLOSING DATE: 22 FEBRUARY 2019

Chief Directorate	Qualification/ Area of specialization/ study	Workstation & Number of posts per workstation	Reference Number	Total Number of Posts per Directorate
	N6 Certificate in Public Management	Dora Nginza Regional Hospital:4, Frontier Hospital: 4, Mthatha Regional Hospital:4, Cecilia Makhiwane Regional Hospital:4, St Elizabeth Regional Hospital: 4, Head Office:8,Lilitha Nursing College(East London Campus):1, Lilitha Nursing College(Port Elizabeth Campus):1, Lilitha Nursing College(Mthatha Campus):1, Lilitha Nursing College(Lusikisiki Campus):1, Queenstown:1	HRD/TVET/0 1/01/2019	33
	N6 Certificate in Office Admin Studies	Dora Regional Nginza Regional Hospital:3, Frontier Hospital: 3, Mthatha Regional Hospital:3, Cecilia Makhiwane Regional Hospital:3, St Elizabeth Regional Hospital: 3, Head Office:7,Lilitha Nursing College(East London Campus):1, Lilitha Nursing College(Port Elizabeth Campus):1, Lilitha Nursing College(Mthatha Campus):1, Lilitha Nursing College(Lusikisiki Campus) :1, Lilitha Nursing College (Queenstown campus):1	HRD/TVET/0 1/01/2019	27
Integrated Financial Management	N6 Certificate in Financial Management	Dora Regional Nginza Regional Hospital:4, Frontier Hospital: 4, Mthatha Regional Hospital:4, Cecilia Makhiwane Regional Hospital:4, St Elizabeth Regional Hospital: 4, Head	HRD/TVET/0 1/01/2019	34



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 25 of 2018/19

CLOSING DATE: 22 FEBRUARY 2019

		Office:8,Lilitha Nursing College(East London Campus):1, Lilitha Nursing College(Port Elizabeth Campus):1, Lilitha Nursing College(Mthatha Campus):1, Lilitha Nursing College(Lusikisiki Campus) :1,EMS College:1,Lilitha Nursing College(Queenstown campus):1		
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Please forward applications, quoting the relevant Reference Number and the District Name Area to: The Superintendent-General; Eastern Cape Department of Health; CD: HRD – / Section: Learnerships and Internships, writing the Address where you wish to undertake Experiential Learning for attention of a Contact Person in a District where you apply.

No.	Head Office, Lilitha campuses EL,PE, Komani, Mthatha, Lusikisiki and EMS College	Dora Ngiza Hospital	Frontier Hospital	Mthatha Regional Hospital	CMH	St Elizabeth Hospital
Enquiries	Mrs. V Makonco	Mr. O Makanda	Ms. O N Ngambu	Mrs Z Mkosi	Mrs T Nkontso	Mrs A Mhatu
Contact No.	040-608 1523/21	0414064083	0458084294	047502413	043708266 6	0392535000/21
Physical Address	Office No.: 02 First Floor, Unathi House, Bhisho, 5605	Dora Nginza Spondo Street Zwide Port Elizabeth 6201	Frontier Hospital Queenstown Kingsway Avenue 5320	Mthatha Regional Hospital No 1 Sisson Street Mthatha 5699	Cecilia Makiwane Hospital No 4 Billy Road Mdantsane 5219	Main street St Elizabeth Hospital Lusikisiki 4820
Postal Address	EC Dept. of Health, Private Bag X0038, Bhisho, 5605	EC Dept. of Health, Private Bag X11951 Algoa Park, 6005	EC Dept. of Health, Private Bag X7063 Queenstown , 5320	EC Dept. of Health Private Bag X5014 Mthatha 5699	EC Dept. of Health, Private Bag X9047 East London, 5219	EC Dept. of Health, St Elizabeth hospital Private Bag X1007, Lusikisiki 4820

Special Note for Learnership:

- Applicants who have already participated in any Government Experiential Learning Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect



PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 25 of 2018/19
CLOSING DATE: 22 FEBRUARY 2019

- The EC Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially of Race, Gender and Disability
- People living with Disability will be prioritized if they meet requirements
- Applications must be submitted on a signed Z83 form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of all qualifications N4, N5 & N6, academic record and identity document. Failure to provide required documents will disqualify applicants
- TVET placement letter must clearly indicate the field of study a learner must be exposed for.
- Confirmation letter from TVET placement officer that a learner has not done any experiential learning signed by HOD.
- Unless indicated otherwise, the Experiential Learning opportunities are based in Districts and Sub-District Offices; Hospital Complexes; Regional Hospitals; Health Facilities and in Head Office (Bhisho).

NOTE FOR ALL POSTS

Applications must be submitted on the Z83 Form obtainable from any Public Service Department or internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (**an unsigned Z83 form will disqualify an application**) and must be accompanied by a comprehensive CV indicating three reference person's Name, Contact Numbers and a relationship with reference as checks will be done on nominated candidate(s), attach copies (certified within the past three months) of Qualification(s), Matric certificate, proof of Professional Registration & Driver's license (where applicable), ID Document, Non-RSA Citizens to attach Permanent Resident Permits, Foreign Qualifications must be accompanied by South African Qualification Authority (SAQA) Evaluation Certificate. **Note:** Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which will include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the recruiting department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

ADDITIONAL NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the recruiting department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The recruiting department has a right not to fill these posts. The People with disabilities are encouraged to apply for these posts.

Closing Date: 22 FEBRUARY 2019 @15H00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

TO OBTAIN MORE INFORMATION ON MINIMUM REQUIREMENTS AND KEY RESPONSIBILITIES visit www.ecprov.gov.za or www.dpsa.gov.za or www.echealth.gov.za

