



DEPARTMENT OF EDUCATION

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

PLACEMENT DATE: 23 MAY 2025

CLOSING DATE: 06 JUNE 2025

DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES

REF NO: DOE01/05/2025

SALARY: R1 741 770.00–R 1 962 090.00 per annum, (Level 15) (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: ZWELITSHA

REQUIREMENTS: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have: An appropriate recognized bachelor's degree (NQF level 8) in Human Resource Management/ Public Management/Public Administration / related qualification in the field of Social Sciences. A postgraduate qualification in the above-mentioned fields will serve as an advantage. 8 years' experience at the senior management level in Human Resource Management, Corporate Services or related. field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

DUTIES: As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of EC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the EC and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of Information and Communication Technology (ICT) strategies and solutions aligned to the Department's overall strategy. Ensure the effective implementation and support of Enterprise Risk Management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a Unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the EC in relevant fora.

ENQUIRIES: Ms. SA Maasdorp (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DIRECTOR: INCLUSIVE EDUCATION

REF NO: DOE03/05/2025

SALARY: R1 216 824 – R1 433 355 per annum (Level 13) (inclusive package) An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: ZWELITSHA

REQUIREMENTS: Post graduate Degree in a relevant field of specialised intervention support in the areas of therapeutic and psychological services. Professional registration with SACE or Health Profession Council of South Africa (HPCSA). Minimum 5 years of experience at middle/senior managerial level in the field of specialization and knowledge of Inclusive Education System and related policies. Knowledge and experience of the PFMA, Conditional Grants and Financial Management and development of Business Plans will be an added advantage. Valid Driver's Licence, MS Word, PowerPoint skills is essential. Project management and ability to manage programmes and people on a larger scale. Proven experience of

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

Intersectoral collaboration / governmental partnership. Proven leadership experience and ability to work to work under pressure.

DUTIES: To develop, maintain and facilitate the implementation of Inclusive directives related to funding and finances, budget management, and financial reporting of all Special Schools, Full-Service schools and Schools of Skills. To develop, maintain and implement Inclusive Education Policy directives across all spheres in the Departments. To respond to all-inclusive education matters with relevant stakeholders, public concern raised as well as inter and intra- directorate concerns. To improve the quality of life of learners and educators in the education system. Promotion of an Inclusive Education Systems dealing with the diverse barriers that learners experience. Coordinate, develop and facilitate appropriate intervention strategies to address all forms of barriers to ensure access to quality teaching and learning. To provide learners with opportunities and skills to enter the job market and becoming productive citizen of societies irrespective of their barriers to learning. To facilitate social cohesion and stakeholder involvement to ensure learner accessibility, retention and improve learner performance. To monitor, evaluate and report on the performance of Inclusive Education directives and programmes. To achieve departmental operational objectives as it relates to addressing barriers to learning.

ENQUIRIES: Mr. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DIRECTOR: SCHOOL HEALTH, SAFETY AND LEARNER ENRICHMENT

REF NO: DOE04/05/2025

SALARY: R1 216 824 – R1 433 355 per annum (Level 13) (inclusive package) An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate bachelor's degree in education or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years of experience at middle/senior managerial level in the relevant field. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations. Good communication, planning project management, decision making and problem-solving skills. Policy analysis and development.

DUTIES: Provide strategic leadership in Health Safety and Learner Enrichment in the Department. Coordinate the promotion of social support and the provision of learner enrichment programmes. Develop systems for the mainstreaming of care and support for teaching and learning within schools. Manage the increase of awareness and knowledge on health promoting behaviours within the Department. Coordinate school health programmes within the department. Develop, conduct, and monitor planning of school health programme and the implementation of school health services. Develop relevant intervention strategies to promote sexual health and life skills within schools. Conduct planning and implementation of sexual health and life skills services within the department. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.

ENQUIRIES: Mr. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DIRECTOR: TRAINING INSTITUTE (TECHNICAL AND VOCATIONAL)

Ref No: DOE08/05/2025

SALARY: R1 216 824 – R1 433 355 per annum (Level 13) (inclusive package) An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: NELSON MANDELA BAY (GQEBERA)

REQUIREMENTS: A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA; A Minimum 5 years of experience at middle/senior managerial level in the relevant field; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs; Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Good communication (verbal and written) skills, presentation skills, analytical skills,

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and thorough understanding of the Education Sector. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES: Managing and developing innovative and effective teacher development systems and programme; Driving the Continuing Professional teacher development (CPTD) management system; Developing continuing professional teacher development courses that are pedagogically sound, data driven and content rich; Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers; Monitoring and evaluation of the impact and efficacy of the teacher development initiatives; Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans; Managing the finances of the Directorate in line with the Public Finance Management Act; All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the 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 assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. 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 Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES: Mr. MA Jack (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



**DIRECTOR: OPERATIONS MANAGEMENT AND COORDINATION
(CLUSTER B)**

(Candidates who applied previously for this position are advised to re-apply)

REF NO: DOE09/09/2025

SALARY: R1 216 824 – R1 433 355 per annum (Level 13) (inclusive package) An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: ZWELITSHA

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Education/Management as recognized by SAQA Minimum 5 years of experience at middle/senior managerial level in relevant field. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

DUTIES: Coordinate the implementation of education and corporate services related policies, frameworks and instruments and information management in the cluster. Manage the provisioning of sound financial management and supply chain management. Coordinate human resources management services in the cluster. Manage the information flow regarding the implementation of a standard /uniform mode of operation for schools at cluster level. Ensure coordination of consistent implementation of corporate service in the Cluster. Ensure the coordination of knowledge and records management services for the cluster. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. 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.

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES: Mr. TJZ Mtyida (Tell 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

**CHIEF ENGINEER: STRUCTURAL: PHYSICAL RESOURCE
MANAGEMENT (GRADE A)**

REF NO: DOE10/05/2025

SALARY: R1 266 450.00 – R 1 446 921.00 per annum (All-inclusive salary package) Total package to be structured in accordance with the rules of the OSD)

CENTRE: ZWELITSHA

REQUIREMENTS: Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years of post-qualification experience required as a registered professional Engineer. Valid driver's license. Compulsory registration with ECSA as a Professional Engineer. Extensive experience in the field of structural engineering which includes but not limited to design and construction of concrete structures (such as industrial, residential and office buildings; water and wastewater treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and candidates.

DUTIES: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detailed design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES: Mr. M Mduba (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DIRECTOR: FACILITY, SECURITY AND KNOWLEDGE MANAGEMENT

(Candidates who applied previously for this position are advised to re-apply)

REF NO: DOE11/05/2025

SALARY: R1 216 824 – R1 433 355 per annum (Level 13) (inclusive package) An all-

inclusive salary package structured as follows: Basic salary – 70% of package; State

contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate Bachelor's Degree qualification in the Build Environment/ Property Management or related field / Bachelor of Arts / Public Management/ Public Administration/ Facilities Management at NQF level 7 as recognized by SAQA. A Minimum 5 years of experience at middle/senior managerial level in the relevant field. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

DUTIES: Render facility management and general support services. Provide security management and vetting services. Provide strategic direction and oversight on departmental knowledge and records management. Provide auxiliary services. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring,

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

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 Unit's assets and resource are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES: Mr. T Masoeu (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

**CHIEF QUANTITY SURVEYOR: PHYSICAL RESOURCE MANAGEMENT
(GRADE A) (X2 POSTS)**

REF NO: DOE12/05/2025

SALARY: R 1 099 488.00 – R 1 250 907.00 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE: ZWELITSHA

REQUIREMENTS: At least a B-degree in Quantity Surveying (Postgraduate qualification will be an added advantage). A minimum of 6 years' relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's license. Extensive experience in quantity surveying both in building and engineering projects. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing junior staff is essential.

DUTIES: Technical and cost evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's cost estimates for both conceptual and detail design stages. Evaluate and verify claims of professional service providers and contractors during the execution phase of projects. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Verify and approve Contract Price Adjustment Provisions (CPAP) for projects in construction in accordance with both the JBCC and GCC contracts. Render Quantity Surveying Services on in-house designs on projects designed by internal Architects and Engineers. Verify and confirm the final account on both

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

consultant's and contractor's fee accounts. Update relevant quantity Surveying manuals, norms and standards. Ensure the adoption of technical and quality strategies. Provide solutions on non-compliance on quantity determination. Supervise junior quantity surveyors. Mentor candidate quantity surveyors.

ENQUIRIES: Mr. M Mduba (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

CONTROL GISc TECHNOLOGIST: PHYSICAL RESOURCE MANAGEMENT

REF NO: DOE13/05/2025

SALARY: R 921 900.00 – R 1 051 461.00 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE: ZWELITSHA

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and 3 to 4 years GISc or related Bachelor's Degree. Minimum of 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC)/PLATO as a GISc Technologist. Job related Knowledge: Knowledge of programme and project management. GISc, legal and operational compliance. GISc implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and knowledge. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Job related skills: Strategic management and direction. Mobile equipment operating skills. System skills. Analytical skills. Creativity. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's license. Willing to travel throughout South Africa. Willing to adapt to a work schedule in accordance with office requirements.

DUTIES: Design, plan and perform advanced GISc analysis to address organizations strategic objectives. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to spatial information and Geographic Information Services to all clients in

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

the Department. Develop training manual end users on skills regarding GISc all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Always ensure easy access to spatial information. Document GISc processes. Provide stakeholder management services. 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. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms of Reference for GIS projects. Manage maps production and customise them to meet client needs accordingly. Conduct research. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GIS standards.

ENQUIRIES: Mr. M Mduba (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPUTY DIRECTOR: SCHOOL NUTRITION

(Candidates who applied previously for this position are advised to re-apply)

REF NO: DOE14/05/2025

SALARY: R 896 436.00 – R 1 055 958.00 inclusive package (Salary Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate recognised undergraduate NQF level 6/7 or equivalent qualification in Financial Management / Project Management / Public Management, Administration, Food and Nutrition / Food Security / Food Production plus 3-5 years as an Assistant Director in relevant field. A valid driver's licence. Proven knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential. Knowledge of Education Sector will be added advantage.

DUTIES: Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources. Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.

ENQUIRIES: Mr. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT (02 POSTS)

SALARY: R 896 436.00 – R 1 055 958.00 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: AMATHOLE WEST DISTRICT OFFICE, REF NO: DOE15/05/2025

CHRIS HANI WEST DISTRICT OFFICE, REF NO: DOE16/05/2025

REQUIREMENTS: NQF 7 in Finance/ Accounting/ Public Management or Administration/ Purchasing Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level. A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy.

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyse on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within EC. Develop and maintain EC contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. 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.

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



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. Harmse (Tell: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPUTY DIRECTOR: YOUTH AND SPECIAL PROGRAMMES

REF NO: DOE17/05/2025

SALARY: R 896 436.00 – R 1 055 958.00 inclusive package (salary level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: ZWELITSHA

REQUIREMENTS: NQF 7 qualification, five (5) years' experience in administration, 5 years' as Assistant Director level in public sector experience in the mainstreaming youth development programme, computer literacy, strategic leadership, project management, and valid driver's license required.

DUTIES: To develop sector specific policies/strategies, mainstream youth development within policies and programmes, and to lead in conceptualization and implementation of sectoral programmes and projects. Coordinate provincial structures that help coordinate youth development at all various levels. Provide analytical research and strategic support as well as coordination role on Eastern Cape Provincial Government departments in respect of main streaming of youth development issues in their departmental programmes and budgets. Development of provincial plan of action on Youth development. Monitor the implementation of the youth strategy action plan. Development of indicators which indicate a change in status of youth in the province, assessing impact in improving the lives of youth in Eastern Cape. Performance review mechanisms are to be established to continuously monitor and evaluate all programmes as informed by the status quo report as well as the 5 years Programme of action (POA).

ENQUIRIES: Ms. N Mgijima (Tell: 040 608 4043)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

ELECTRICAL ENGINEER: PHYSICAL RESOURCE MANAGEMENT (GRADE A)

REF NO: DOE18/05/2025

SALARY: R879 342 – R938 061 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: ZWELITSHA

REQUIREMENTS: An NQF level 6 qualification as recognized by SAQA in Electrical Engineering or relevant qualification; Registration with Engineering Council of South Africa (ECSA) as Professional Engineer; 3 years post qualification Electrical Engineering experience required; Knowledge of Programme and Project management, Architectural design and analysis, Computer-aided engineering applications, Research and development, legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership.

DUTIES: Key Performance Areas: Develop, interpret and customize functional and technical norms and standards from an engineering perspective; Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies; Compile briefing documentation and specifications from an engineering perspective; Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures; Conduct research/literature studies for continuous development with new technologies; Participate on the budget planning and administration process; Manage human, finance and other resources.

ENQUIRIES: Mr. M Mduba (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



**ENGINEER: STRUCTURAL: PHYSICAL RESOURCE MANAGEMENT
(GRADE A)**

REF NO: DOE19/05/2025

SALARY: R 879 342.00 – R 938 061.00 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE: ZWELITSHA

REQUIREMENTS: At least a BSc or BEng in Civil Engineering. A minimum of 3 years' relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of structural engineering particularly in the field of buildings and aspects related thereto. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES: Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various structural engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised structural engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES: Mr. M Mduba (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



**EDUCATIONAL PSYCHOLOGIST: INCLUSIVE EDUCATION (GRADE 1)
(05 POSTS)**

SALARY: R 872 709.00- R 957 300

CENTRE: CHRIS HANI WEST (KOMANI), REF: DOE20/05/2025

AMATHOLE WEST, REF: DOE21/05/2025

JOE GQABI, REF: DOE22/05/2025

SARAH BAARTMAN (HUMANSDORP), REF: DOE23/05/2025

NELSON MANDELA BAY (MERRYVALE SCHOOL), REF: DOE24/05/2025

REQUIREMENTS: A recognised master's degree in Educational Psychology; registration with the Health Professions Council of South Africa (HPCSA) as an Independent Educational Psychologist; and relevant experience, knowledge, and skills in education and psychological services. Applicants must have a sound understanding of education and psychology legislation and policies, including the Public Service Act, Public Finance Management Act (PFMA), Performance Management and Development System (PMDS), Children's Act, White Paper 6, the Policy on Screening, Identification, Assessment and Support (SIAS), and the South African Schools Act (SASA), particularly Section 12. Strong communication skills (both written and verbal) and excellent command of the English language are essential.

DUTIES: The Educational Psychologist will serve as a member of the district-based Support Team (DBST), providing psychological services within all the District Circuit Management Centres (CMC) and/or school context. Duties include supporting the implementation of the SIAS policy by identifying and assisting learners experiencing barriers to learning and development. Services must align with the Scope of the Profession of Psychologists as outlined by the HPCSA (2008). The incumbent will be responsible for delivering a range of psychological and therapeutic interventions, such as psychotherapy, counselling, trauma debriefing, and making appropriate referrals to specialists. Furthermore, the psychologist will design and implement educationally responsive programmes to address learner diversity, including parental and educator guidance, targeted interventions to address barriers to learning, and recommendations for assessment accommodations. The role also includes maintaining annual HPCSA registration, complying with Continuing Professional Development (CPD) requirements, and conducting psychological research and interventions in accordance with applicable legislation such as the Health Professions Act, Mental Health Act, and Children's Act, as well as the ethical guidelines set by the HPCSA and the Professional Board for Psychology.

ENQUIRIES: Mr. Putter (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

EDUCATIONAL PSYCHOLOGIST: LSPID (GRADE 1) (2 POSTS)

SALARY R 872 709.00- R 957 300

CENTRE: OR TAMBO INLAND, REF: DOE25/05/2025

BUFFALO CITY METRO, REF: DOE26/05/2025

REQUIREMENTS: An appropriate, recognized master's degree in educational psychology and current Registration with the HPCSA as an Educational Psychologist. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license. Honesty and integrity, Professionalism, Self – driven, Teamwork. Good communication skills (written and verbal skills) and a good command of English language. Knowledge/ Skills: Public Service Act, PFMA, PMDS, Educator's Employment Act, Children's Act, White Paper No 6 on Inclusive Education, Basic Conditions of Employment Act, Educational Public Service Leadership, Strategic Planning and Transformation, Education Management Development, Research and Development, Management of Diversity, Policy Formulation and Implementation, Leadership skills, Research skills, Co-ordination, Presentation and Facilitation skills, Management skills, Interpersonal skills, Planning and Organizational skills, Problem solving skills. Knowledge of Education Sector will be added advantage.

DUTIES: Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body (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 specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. Maintain annual registration and Continued Professional Development (CPD) training according to

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

HPCSA requirements and conduct psychological interventions and research in accordance with guidelines for professional practice of the HPCSA and the Professional Board for Psychology (Compliance to legislation e.g., Health Professions Act, Mental Health Act, Children's Act, etc.). Conduct all relevant administrative activities relating to the core mandate of this position. Attend district management meetings and inter-departmental meetings, subsistence and travelling claims. Performance management (PMDS), Database administration, leave administration, Attending to emails, Budget (PFMA), Procurement, SASAMS, DDD.

ENQUIRIES: Mr. Putter (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (Grade-A)

(Candidates who applied previously for this position are advised to re-apply)

REF. NO: DOE29/05/2025

SALARY: R 761 157.00- R 816 852.00 per annum per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD

CENTRE: (ZWELITSHA)

REQUIREMENTS: Degree in Quantity Survey or relevant qualification. Three (3) years of post-qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

DUTIES: Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education Norms & Standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils (2).

ENQUIRIES: Mr. Mduba (040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING (Grade-A)

(Candidates who applied previously for this position are advised to re-apply)

REF. NO.: DOE30/05/2025

SALARY: R 761 157.00-R 816 852.00 per annum, (all-inclusive salary package),

(Total package to be structured in accordance with the rules of the OSD)

CENTRE: ZWELITSHA

REQUIREMENTS: Degree in Quantity Survey or relevant qualification. Three (3) years of post-qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.

DUTIES: Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education Norms & Standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required.

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with

relevant Professional Bodies/Councils.

ENQUIRIES: Mr. Mduba (040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

**ARCHITECT: PHYSICAL RESOURCE MANAGEMENT (GRADE A)
(2 POSTS)**

REF NO: DOE31/05/2025

**SALARY: R 761 157.00–R 816 852.00 per annum, (all-inclusive salary package),
(Total package to be structured in accordance with the rules of the OSD)**

CENTRE: ZWELITSHA

REQUIREMENTS: B degree in Architecture or relevant qualification, three (3) years' post qualification experience in Architectural field, Registration with SACAP as a Professional Architect. A valid Drivers' license. Knowledge of Architectural Design and analysis knowledge, Architectural principles Project Management, Computer-aided engineering applications, Research and development, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES: Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture, ensure adherence and compliance to legal, safety and health requirements, provide architectural advice and technical support in the evaluation of solutions, ensure the adoption of technical and quality strategies, develop architectural related policies, methods and practices, provide solution on non-compliance and failure of designs, review plans, drawings, specifications, and estimates accomplished by building, designers and/or sub-professional personnel, ensure adherence to the requirements of professional registration. Human capital

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice, supervise architectural work and processes, Administer Performance management and development. Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation, ensure adherence to regulations and procedures for procurement SCM and human resource administration, monitor and control expenditure, report on expenditure and service delivery. Research and development; Continuous professional development to keep up with new technologies and procedures, research/literature studies on architecture to improve expertise, liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES: Mr. M Mduba (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

**CANDIDATE CONSTRUCTION PROJECT MANAGERS (X2 POSTS)
(CONTRACT POSTS)**

REF NO: DOE32/05/2025

**SALARY: R 761 157.00–R 807 864.00 per annum, (An all-inclusive remuneration salary package in line with the Occupational Specific Dispensation for Engineering Professionals)
CENTRE: ZWELITSHA**

REQUIREMENTS : National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any Built Environment field with a minimum of 2 years' experience/ BTech degree in any Built Environment field with a minimum of 1 year experience / Honours degree in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory 30 Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems;

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills.

DUTIES: To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Facilities Management; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Facilities Management; Office administration: Provide inputs to Director: Facilities Management with tender administration; Liaise and interact with service providers, client and management under the guidance of the Director: Facilities Management; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Prepare quarterly reports, project status/site visit reports. Keep up with new Built Environment technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.

ENQUIRIES: Mr. M Mduba (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

EDUCATION THERAPIST SPECIALIST - SPEECH AND LANGUAGE

THERAPIST: INCLUSIVE EDUCATION

(GRADE 1) (04 POSTS)

SALARY: R 605 550 per annum

CENTRE: CHRIS HANI WEST REFF34/05/2025

: OR TAMBO COASTAL REFF35/05/2025

: JOE GQABI REFF 36/05/2025

: ALFRED NZO EAST 37/05/2025

REQUIREMENTS: Bachelor's Degree in Speech-Language Therapy that allows for registration with the Health Professional Council of South Africa (HPCSA). Current registration as a Speech-Language Therapist with the HPCSA is required, and proof of this registration must be provided. Applicants should have at least 5 years of relevant experience as a Speech-Language Therapist following their community service. Experience as an Education Therapist will be considered an added advantage. A valid driver's license is required.

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

DUTIES: To provide therapeutic and educational services to Public Ordinary and Public Special Schools within the Education District. Implement therapeutic capacity-building programmes for early identification of interventions relating to barriers to learning. Train educators, parents and support staff in the early identification of learning barriers particularly barriers to accessing the curriculum.; Conduct assessments; provide short term curriculum interventions to learners experiencing barriers to learning. Provide specialised therapeutic support to strengthen District and School-based Support Teams (DBSTs/SBSTs). Collaborate as multi-disciplinary teams with DBST to support learners experiencing therapeutic barriers to learning. Provide therapeutic support advisory services to SBST. Provide direct therapeutic support services to learners when necessary. Monitor support programmes for learners with high level needs referred and not yet placed in Special Schools or High-Level Support Programmes. Conduct discipline specific research (Speech and Language) and gather information to identify trends and address these needs within the district. Participate in inter- and intra-sectoral networks and collaborations. Collaborate on therapeutic support matters with multi-disciplinary teams at the Special Schools / Resource Centres and Full-Service Schools / Inclusive Schools to include learners who experience curriculum barriers to learning. Provide/manage professional supervision of the therapists in Public Special Schools within the District. Monitor and support the process of assessment, reporting, referrals and placement of learners according to levels of need. Monitor and support the implementation of administration- and record-keeping processes. Ensure the compliance of Therapists in the special schools to the Health Professions Council of South Africa (HPCSA) Continuous Professional Development (CPD) policy. Report on the implementation of therapeutic support intervention programmes for early identification of barriers to learning, therapeutic participation in and contributions to inter- and intra-sectoral networks, therapeutic interventions. Monitor and manage assistive devices Knowledge of: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools as Resource Centres; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy.

SKILLS: Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.

ENQUIRIES: Mr. Putter 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



CHIEF EDUCATION THERAPIST SPEECH AND LANGUAGE

THERAPIST: LSPID (GRADE 1) (02 POSTS)

SALARY: R 577 770.00- R 638 856 per annum

CENTRE: OR TAMBO INLAND, REF: DOE38/05/2025

NELSON MANDELA BAY, REF: DOE39/05/2025

REQUIREMENTS: RVQ 13/14 qualification in Speech & Language Therapist and Audiologist recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist and Audiology. Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified therapists who performed Community Service, as required in South Africa. One-year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.

DUTIES: Assess the learner's level of functioning to identify barriers to learning based on the Speech/Language Therapists' scope of practice: Conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multidisciplinary team discussions and make recommendations and/or referrals. Provide intervention (direct and indirect therapy) relating to barriers to learning: Provide direct and indirect Speech-Language Therapy services based on an Speech-Language Therapy plan to learners in public special schools and public ordinary schools; determine individualized and group Speech-Language Therapy; prescribe, issue and maintain assistive devices; maintain records of Speech/Language Therapy, effective administration practices and report to supervisors as required: Engage in therapeutic capacity-building programmes and skills sharing on related therapy matters: Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents etc.). Promote awareness of the different therapy disciplines; participate in awareness campaigns of different disabilities; provide direct or indirect outreach services when required; engage in continuous professional developmental activities based on the relevant programmes offered in the school; supervise undergraduate Speech/Language Therapy students as required. Manage Therapy support materials and equipment: Request appropriate and adequate Speech-Language Therapy support materials and equipment based on learner needs; safeguard therapy support materials and equipment; maintain records of therapy material, equipment and the issuing of assistive devices and report faults and maintenance needs of the materials and

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

equipment; participate in inter- and intra-sectoral networks and collaborations. Participate in inter- and intra-sectoral networks and collaborations: Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, Non-Profit Organizations, Non-Governmental Organizations, local government, and the broader Community). Advocate for learners who experience barriers to learning; liaising with therapists from other special schools and sharing best practices and experiences; liaison with relevant professional boards and tertiary institutions; participate in extra-mural and co-curricular activities. Management and Administration: Manage effective administration practices of Speech/Language Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA); practice sound interpersonal relations, engage actively in performance appraisals per requirements.

Enquiries: ENQUIRIES: Mr. Putter 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

ASSISTANT DIRECTOR: SCHOOL NUTRITION (2 POSTS)

REF NO: DOE40/05/2025

SALARY: R 468 459.00 – R 551 823.00 (Level 09)

CENTRE: ZWELITSHA

REQUIREMENTS: NQF 6/7 equivalent qualification in Financial Management / Project Management / Public Management or Administration or a closely related field as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Knowledge of relevant education policies and current trends in the field of education and nutrition. Knowledge of the Curriculum Assessment Policy Statements (CAPS). Knowledge of policy formulation. Knowledge of project and financial management. Knowledge of research methods and tools. Good knowledge of the public sector in a legislative and regulatory environment. Proven experience in report writing. A valid driver's license is a prerequisite. Skills required: Coordination, facilitation, analytical and creative skills. Strong report-writing skills and communication (verbal and written) skills. Attention to detail and high level of accuracy. Effective public relations and public speaking skills. Critical thinking skills and self-discipline. Ability to work well under pressure with minimum supervision. Leadership, management, conflict resolution skills; Strong organizing, planning and problem-solving skills, Supervisory and Inter-personal skills, Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts, partners, and other role-players. Computer skills in MS Word, Excel, Access and PowerPoint. Ability to work without supervision; Ability to meet targets

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

DUTIES: Provide support on guidance on the implementation of related legislative frameworks: Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies, and procedure for nutrition services. Develop and monitor the implementation of the related plans and programmes. Provide support on the implementation of school nutrition programme in the department: Coordinate the implementation of the conditional grant for the school nutrition programme. Report on the implementation of the conditional grant for the school nutrition programme. Provide support to districts on the management of the school nutrition fund. 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 timeous 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. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

ASSISTANT DIRECTOR: SCHOOL HEALTH AND LIFE SKILLS

REF NO: DOE41/05/2025

SALARY: R 468 459.00 – R 551 823.00 (Level 09)

CENTRE: ZWELITSHA

REQUIREMENTS: A NQF 6/7 qualification in Health Promotion/Nutrition and Health Promotion/Public Health or related field. Five years' experience of which 3 years' relevant experience in School Health and Life Skills field must be at supervisory level (7/8). The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and reliable when under pressure; willingness to work irregular hours when required. Applicants must be in possession

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

of a valid driver's license. Skills: Problem solving and decision making. Team leader. Planning and Organising. Managing interpersonal conflicts & resolving problems. Networking and building bonds. Impact and influence. Diversity management. Develop others. Citizen focus and responsiveness. Communication and information management. Budgeting and financial management. Knowledge of Education Sector will be added advantage.

DUTIES: Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plans organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and propose remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.). Provide project management expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and "standardizing" project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the EC accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices, and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables.

ENQUIRIES: Mr. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY MANAGEMENT AND INFRASTRUCTURE

REF NO: DOE42/05/2025

SALARY: R 468 459.00 – R 551 823.00 (Level 09)

CENTRE: ZWELITSHA

REQUIREMENTS: 3 Year tertiary qualifications in relevant areas and/or extensive administrative experience in the IT related field. Driver's license. 5 years applicable experience. Recommendations: Broad ICT procedures and practices. ICT Security practices. Information Management practices. Budgeting procedures and practices. Broad administrative knowledge. Personnel Evaluation procedures. Human resource management practices. Analytical Skills; Writing Skills and Computer literacy.

DUTIES: To manage both first- and second-line support to all users within the department. To support the development, management and control of ICT Systems including the departmental website. To manage the planning, implementation and maintenance of both external and internal information technology projects e.g. the roll-out of IT within the respective district offices. To plan, coordinate and manage ICT training for the component and the department at large. procedures. Sage ICT training for the component and the department at large. To develop and ensure the successful implementation of ICT procurement policies and strategies. To ensure the rendering of an effective and efficient secretariat and advisory service to the Departmental IT Committee in line with procurement and asset management procedures. SITA liaison and service level management (agreements). Keep and maintain a register of all IT equipments in the Department, including the disposal thereof in terms of Treasury regulations.

ENQUIRIES: Mr. Nototo 040 608 4200

PROJECT OFFICER: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) (CONTRACT)

REF NO: DOE43/05/2025 (2 POSITIONS)

**SALARY: R 468 459.00 – R 551 823.00 per annum plus 37% in lieu of benefits
(Level 9)**

CENTRE: ZWELITSHA

REQUIREMENTS: A National Qualifications Framework (NQF) Level 7 qualification in Project Management, Financial Management, Public Management / Administration or a related field, with at least 3 years of relevant experience in project and financial management within a nutrition or public sector programme. The following key

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

competencies and attributes are essential: Strong planning and organizing skills, particularly in budgeting and financial oversight of nutrition programmes, Proficiency in report writing and financial reporting, Solid project management skills, including monitoring and evaluation of programme delivery. Excellent communication skills (verbal and written) for stakeholder engagement and coordination. Good interpersonal and human relations skills to manage teams and liaise with schools and suppliers. Ability to meet deadlines, manage commitments, and deliver measurable results. Conflict management skills to handle operational and financial challenges effectively. Self-assured, confident, and able to work independently under pressure. Ability to remain calm and level-headed during demanding situations. Willingness to work irregular hours when necessary to support programme demands. Applicants must possess a valid driver's license to facilitate site visits and field monitoring.

DUTIES: Provide technical and operational support to the planning, programming, and monitoring of the implementation of the National School Nutrition Programme. Compile Conditional Grant reports and other relevant documentation related to the NSNP. Plan, organize, and conduct training and orientation activities for schools participating in the programme to build capacity and expand the reach of nutrition services for learners. Provide leadership and guidance to School Nutrition Coordinators and Supervisors. Conduct field visits and surveys to monitor and evaluate the implementation of the NSNP. Identify challenges and propose remedial actions to enhance programme effectiveness. Recommend alternative strategies to accelerate and improve the delivery and coverage of the school nutrition programme.

ENQUIRIES: Mr. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



**SOCIAL WORKER: EARLY CHILDHOOD DEVELOPMENT (GRADE 1)
(08 POSTS)**

SALARY: R 325 200.00 - R 382 374.00 per annum (OSD)

CENTRE: BCM CMC-KING WILLIAMS TOWN, REF NO: DOE44/05/2025

JOE GQABI (MOUNT FLETCHER), REF NO: DOE45/05/2025

AMATHOLE WEST: PEDDIE CMC; REFF NO: DOE 46/05/2025

AMATHOLE WEST: AMAHLATHI CMC REFF NO: 47/05/2025

AMATHOLE EAST: DUTYWA CMC REFF NO : 48/05/2025

SARAH BAARTMAN: GRAAF REINET CMC REFF NO: 49/05/2025

SARAH BAARTMAN: HUMANSDORP REFF NO 50/05/2025

OR TAMBO COASTAL: NTABANKULU CMC REFF NO 51/05/2025

REQUIREMENTS: BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's license. Competencies And Attributes: Problem solving and decision making, facilitation, planning, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.

DUTIES: Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration.

ENQUIRIES: Ms. Chiliza (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



SECRETARY: EXECUTIVE GOVERNANCE & SUPPORT

REF NO: DOE52/05/2025

SALARY: R 228 321- R 268 950 per annum (Level 05)

CENTRE: ZWELITSHA

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES: Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides a clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. Processes the travel and subsistence claims for unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES: Mr. NP Mtshotane (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ADMINISTRATION CLERK: YOUTH AND SPECIAL PROGRAMMES

REF NO: DOE53/05/2025

SALARY: R 228 321- R 268 950 per annum (Level 05)

CENTRE: ZWELITSHA

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Ms. N Mgijima (Tel: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ADMINISTRATION CLERK: CLUSTER-A (04 POSTS)

REF NO: DOE54/05/2025

SALARY: R 228 321.00- R 268 950.00 per annum (Level 05)

CENTRE: ZWELITSHA

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Ms BM Madonsela 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ADMINISTRATION CLERK: CLUSTER B (04 POSTS)

REF NO: DOE55/05/2025

SALARY: R 228 321.00- R 268 950.00 per annum (Level 05)

CENTRE: ZWELITSH

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Ms BM Madonsela 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ADMINISTRATION CLERK: RISK MANAGEMENT

REF: DOE56/05/2025

SALARY: R 228 321.00- R 268 950.00 per annum (Level 05)

CENTRE: ZWELITSHA

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Mr Govind 040 608 4200

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT

REF: DOE57/05/2025

SALARY: R 228 321.00- R 268 950.00 per annum (Level 05)

CENTRE: SARAH BARTMAN (MAKANDA)

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Mr De Bruyn 047 491 0647

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ADMINISTRATION CLERK: LEARNER DEVELOPMENT AND SOCIAL SUPPORT

REF: DOE58/05/2025

SALARY: R 228 321.00-R 268 950.00 per annum (Level 05)

CENTRE: NELSON MANDELA BAY (GQEBERA)

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Mr. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



ADMINISTRATION CLERK: TRAINING INSTITUTE TECHNICAL AND VOCATIONAL

REF: DOE59/05/2025

SALARY: R 228 321.00- R 268 950.00 per annum (Level 05)

CENTRE: NELSON MANDELA BAY (GQEBERA)

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Dr. Hendricks (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



**ADMINISTRATION CLERK: EARLY CHILDWOOD DEVELOPMENT
(06 POSTS)**

REF NO: DOE60/05/2025

SALARY: R 228 321- R 268 950 per annum (Level 05)

**CENTRE: BCM CMC-KING WILLIAMS TOWN (02 POSTS), REFF NO:
DOE61/05/2025**

- : AMATHOLE WEST -FORT BEAUFORT (01 POST) REFF NO: DOE 62/05/2025**
- : AMATHOLE WEST-AM AHLATHI (01POST) REFF NO :63/05/2025**
- : AMATHOLE EAST- DUTYWA CMC (01 POST) REFF NO 64/05/2025**
- : AMATHOLE EAST -ELLIOTDALE (01 POST) REFF NO 65/05/2025**
- : SARAH BAARTMAN-HUMANS DORP (01 POST) REFF NO 66/05/2025**

REQUIREMENTS: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure. Knowledge of Education Sector will be added advantage.

DUTIES: Render general clerical support service: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics Handle routine enquiries Make photocopies and receive or send facsimiles Distribute documents/packages to various stakeholders as required Keep and maintain the filing system for the component Type basic letters and/or other correspondence when required Keep and maintain the incoming and outgoing register of the component Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component Keep and maintain personnel records in the component Keep and maintain the attendance register of the component Arrange travelling and accommodation Provide financial administration support services in the component Capture and update expenditure in component Check correctness of subsistence and travel claims of officials and submit to manager for approval Handle telephone accounts and petty cash for the component.

ENQUIRIES: Ms. Chiliza (Tel: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

**DATA CAPTURER: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)
(1 YEAR CONTRACT)**

REF NO: DOE61/05/2025 (05 POSTS)

**SALARY: R 193 359.00 – R 227 766.00 per annum plus 37% in lieu of benefits
(Level 4)**

CENTRE: ZWELITSHA

REQUIREMENTS: Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

DUTIES: Capture documentation for processing and information using spread sheet/ data platform to ensure that the information is captured correctly, verified and validated for the National School Nutrition Programme. Checking for accuracy and amend where necessary. Dealing with queries regarding data captured and recognize and identify problems and report to the Supervisor. Avail the information captured to the Directorate. Store and maintain captured data and documents to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Liaison with Schools and relevant District Based Sections, for monthly and Quarterly reports. Filing and logistics for NSNP Programme. Write and submit reports on monthly basis. Communicating and sourcing of information regarding school queries or stakeholder queries. Maintain an updated contact register for schools. Capturing financial report compliance, financial reports and District Based Asset Register.

ENQUIRIES: Mr. LB Zenzile (Tel: 040 608 4200)

For e-Recruitment Enquiries, eMail: erecruitment@ecdoe.gov.za

DEPARTMENTAL ADVERT: PSVC 17 OF 2025



APPLICATIONS MUST SUBMITTED ONLY via:

- provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: erecruitment@ecdoe.gov.za. Applications submitted via this email address will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday. Applicants are encouraged to submit using the e-recruitment system

MISS BM MADONSELA _____

DIRECTOR: HRA

DATE: _____

DEPARTMENTAL ADVERT: PSVC 17 OF 2025

