

**DEPARTMENT OF EDUCATION**  
**INTERNAL ADVERT 01 of 20/21**

Closing Date: 10 July 2020

**PROJECT OFFICER (8-MONTH CONTRACT)**  
**COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT**  
**Salary Notch: R376,596 per annum (Level 9)**  
**Centre: Provincial Office – Zwelitsha (3 POSTS) Ref: DOE-PO 04/06/20**

**REQUIREMENTS:** A three years' relevant post matric qualification in a University or University of Technology, formerly known as a Technikon with Project Management as a Major. Qualification in either the Horticulture, Health, Environmental Health or Food will be used as an added advantage. A minimum of three year's supervisory experience. A valid CODE 08 Driver's license. Additional Requirements: An ability to work long hours, travel long distances, reach out to rural environments and be away from home for extended periods of time. Competencies: Advanced Computer Presentation skills. Advanced Data Management skills. Report writing skills. Networking skills. People, knowledge and Project management skills. Good inter-personal relations/team player.

**KPA's:** Constitute a project management unit at Head Office and the twelve Districts through the two Clusters. Under the stewardship of Chief Education Specialist-National School Nutrition Programme (CES-NSNP) understudy the Technical Support Entity contracted for the envisaged roll out of the Small Holder Farmer Procurement Model. 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 ECDoE 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

**DATA CAPTURER (08-MONTH CONTRACT)**  
**COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT**  
**Salary Notch: R 173,703 per annum (Level 05)**  
**Centre: Provincial Office – Zwelitsha (3 POSTS) Ref. DOE-DC 05/06/20**

**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.

**KPA's:** Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated for Peer Group Trainers and Learner Support Agents. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Prepare documentation for the payment of LSA's. Liaison with districts for monthly reports for the payment of LSA's. Filing and logistics for HIV & Aids Programmes. Write and submit reports on monthly basis.

**DRIVER/MESSENGER (08-MONTH CONTRACT)**  
**COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT**  
**Salary Notch: R 102,534 per annum (Level 02)**  
**Centre: Provincial Office – Zwelitsha (2 POSTS) Ref. DOE-DM 06/06/20**

**REQUIREMENTS:** A minimum of Grade 8/Std6 with no experience needed. Good communication skills and Good Customer Care. Must be able to accept responsibility Knowledge of Basic Conditions of Employment. Appropriate experience will be an added advantage.

**KPA's:** Collecting and delivery of post. Maintenance of government vehicle. Collection and distribution of documents inside and outside the district/department. Capture documentation for processing and information using spread sheet to ensure that the information is captured and recognize and identify problems and report to the

supervisor. Avail the information captured to all relevant offices. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplarily role in building team work in the office, act as a team player contributing to the holistic outcomes of the office.

**Various positions in Special Schools. Former learners with Disabilities from the Special Schools and current SGB employees will receive first preference for positions for which they meet requirements.**

**HOUSEKEEPING SUPERVISOR/MOTHER/FATHER (8 POSTS)**  
**Salary Range: R107 886-R127 086 per annum (Level 03)**

**REQUIREMENTS:** A minimum of Grade 10 / Std 8. Acknowledge the unique needs of learners. Treat each learner as an individual and respect their differences. Able to create an accommodative environment to meet the needs of learners. Avoiding use of language that is biased. An understanding of Public Service principles. Good communication skills, be friendly and have good customer care. Ability to work as part of the team. Promote welfare of learners and motivate learners to build self-esteem. Acceptance of responsibility and be able to identify learner needs and strengths. Create opportunities for learners to participate in activities. Have the ability to do the right thing all the time. Choose to make a difference. An understanding of Batho Pele Principles

**KPA's:** Has a responsibility to take care of learners after school and at night. Assist and train learners with dressing, feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Sort out and supply clean linen, clothes and repair clothing of learners. Observe children all time and take care of them when sick. Accepting all learners, irrespective of their physical appearance, abilities, functioning levels, age, race, gender and language etc. Has a responsibility to take care of learners during day, after school and at night. Have patience and willingness to support learners unconditionally. Promote welfare and uphold the rights of learners. Assist learners with mobility and orientation in school with hostels. Make sure that the learners are on time for school, in proper clean and ironed uniform. Marking of all children's clothes, shelve packing, keep record of all linen, equipment and supervision over laundry. Any pressure sores or illness must be reported immediately. Responsible for stock taking. Responsible for stock taking, supply, sort out clean linen and clothes to learners. Escort /accompany sick learners to hospital / clinic and town. Drawing up of working schedules and making of relief arrangements. Good communication skills and Good Customer Care. Control and keep record and registers up to date.

DISTRICT	SCHOOL NAME	REF NO	EMIS NO	NO OF POSTS
JOE GQABI	ANTOS	DOE-HS 07/06/20	200600014	3
O R TAMBO INLAND	IKHWEZI LOKUSA	DOE- HS 08/06/20	200400275	1
CHRIS HANI EAST	KANYISA CALA	DOE- HS 09/06/20	200600319	1
NELSON MANDELA	KHANYISA	DOE- HS 10/06/20	200100892	1
BUFFALO CITY	ST PATRICKS	DOE- HS 11/06/20	200201025	1
ALFRED NZO EAST	VUKUZENZELE	DOE- HS 12/06/20	200501280	1

**SECURITY OFFICERS (10 POSTS)**  
**Salary Range: R107 886-R127 086 per annum (Level 03)**

**REQUIREMENTS:** Basic Security officers course and basic education and training. Good communication skills, good customer care. An understanding of Public Service principles. Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment stores. Knowledge of prescribed security procedures and the authority of security officers under these documents, Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Good communication skills (written and verbal skills) and a good command of English language.

**KPA's:** Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors in the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners

unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
BUFFALO CITY	ST THOMAS	DOE-SO 13/06/20	200200819	2
BUFFALO CITY	VUKUHAMBE	DOE-SO 14/06/20	200200886	2
NELSON MANDELA	REUBIN BIRIN	DOE-SO 15/06/20	200100648	2
NELSON MANDELA	SUNSHINE	DOE-SO 16/06/20	200100972	1
ALFRED NZO WEST	ZAMOKUHLE	DOE-SO 17/06/20	200501311	1
O R TAMBO INLAND	VUKUNZENZELA	DOE-SO 18/06/20	200501280	1
NELSON MANDELA	KHANYISA	DOE-SO 19/06/20	200100892	1

#### DRIVER (8 POSTS)

**Salary Range: 90 234 per annum (Level 02)**

**REQUIREMENTS:** A minimum of Grade 8/STD 6. Must be able to communicate. Proper driving skills. Willingness to work with learners and staff members. **Key competences:** A valid driver's license (Code EB/EC/EC1/8/10/14). A valid Public Drivers Permit (PDP). Good communication skills and Good Customer Care. Acceptance of responsibility. Willingness to work with learners. An understanding of Batho Pele principles.

**KPA's:** Transport learners when need arises. Maintain and complete log-book daily before and after each trip. Keep petrol slips after each trip and sign. Submit Log Book and petrol slips to the SMT at the end of each month. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. report any damages to the vehicles. Promote and uphold the rights of children. See to it that all school vehicles are packed in the garages of the school at the end of each day.

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
AMATHOLE EAST	LINGOMSOLETHU	DOE-DR 20/06/20	200300144	1
SARAH BAARTMAN	KUYASA	DOE-DR 21/06/20	200100420	1
SARAH BAARTMAN	GRAHAMSTOWN AMASANGO	DOE-DR 22/06/20	200101027	1
NELSON MANDELA	MERRYVALE	DOE-DR 23/06/20	200100971	1
NELSON MANDELA	QUEST	DOE-DR 24/06/20	200100642	1
JOE GQABI	AMASANGO NORTH	DOE-DR 25/06/20	200601153	1
JOE GQABI	MOUNT FLETCHER	DOE-DR 26/06/20	200501604	1
BUFFALO CITY	PARKLANDS	DOE-DR 27/06/20	200200454	1

#### FOOD SERVICE AID (8 POSTS)

**Salary Range: 90 234 per annum (Level 02)**

**REQUIREMENTS:** A minimum of Grade 8/STD 6. Must be able to communicate. Sound knowledge of food preparation. Willingness to work with learners and staff members.

**KPA's:** Draw up menu under the guidance of the School Management Team. Preparing of food (peeling of vegetables). See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs. Cooking all meals for children. Dishing out food for the learners. Ensure hygienic handling of food. Supervise and assist learners during feeding. Good communication skills and Good Customer Care. Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and packing. Ensure safe custody of cooking equipment, food staff and eating utensils. Conduct and keep record of all stock taking for all cooking equipment and eating utensils. Prevent waste of food and unnecessary wastage of water.

Report any problems occurring in the kitchen. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
ALFRED NZO WEST	NOLITHA	DOE-FS 28/06/20	200501451	2
O R TAMBO INLAND	IKWEZI LOKUSA	DOE-FS 29/06/20	200400275	2
O R TAMBO INLAND	TEMBISA	DOE-FS 30/06/20	200401048	2
O R TAMBO INLAND	TSOLO	DOE-FS 31/06/20	200401385	1
BUFFALO	VUKUHAMBE	DOE-FS 32/06/20	200200886	1

### TEACHER AID (8 POSTS)

*Salary Range: 90 234 per annum (Level 02)*

**Requirements:** A minimum of Grade 10/STD 8. Must be able to communicate. An understanding of the special school system. Willingness to work with learners and staff members. Competencies: Acceptance of responsibility and be able to identify learner needs and strengths. Promote welfare of learners and their rights to learn. Create opportunities for learners to participate in activities. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners). An understanding of learners' human rights. An understanding Batho Pele principles. Be able to identify positive aspects or talents of the disabled learners. Treat the disabled learners with respect and dignity.

**KPA's:** Provide general support and assistance to therapists during therapeutic interventions. Assist the Therapist within administration and management of learners with barriers to learning. Supervise class activities and observe learner performance during teaching and learning while the therapist render therapy to a group of learners; Work closely with therapist and assist him/her with administrative tasks; Support learners in small groups to develop perceptual skills (e.g. activities: puzzle construction, sorting, threading, colour/shape identification, fine & gross motor skills, midline crossing activities, "Brain Gym", posture etc.). Consolidate the learners' number concept by using suitable strategies (flash cards, flared cards, concrete counting activities). Support programs of work regarding Life Orientation that enhance learning of learners and provide the teacher with information on the progress of each identified learner; Accompany learners on excursions and other activities planned. Providing additional support to learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comforting and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick. Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils. Keep the Therapy room - tidy (in co-o -operation with learners who have responsibility for the management of their own learning environment). Will be required to work shifts.

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
BUFFALO CITY	COLLEGE STREET		200200998	1
BUFFALO CITY	FUNDISA		200200189	1
NELSON MANDELA	QUEST		200100642	1
CHRIS HANI EAST	KANYISA-CALA		200600319	1
BUFFALO CITY	AMASANGO EL		200101020	1
BUFFALO CITY	ARCADIA		200201026	1
NELSON MANDELA	PROTEA		200100636	1
SARA BAARTMAN	KUYASA		200100420	1

**CAREWORKER/GIVERS (8 POSTS)**  
**Salary Range: 90 234 per annum (Level 02)**

**REQUIREMENTS:** A minimum of Grade 10/STD 8. Must be able to communicate. An understanding of the special school system. Willingness to work with learners and staff members. Competencies: Acceptance of responsibility and be able to identify learner needs and strengths. Promote welfare of learners and their rights to learn. Create opportunities for learners to participate in activities. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners). An understanding of learners' human rights. An understanding of the Batho Pele principles. Be able to identify positive aspects or talents of the disabled learners. Treat the disabled learners with respect and dignity.

**KPA`s:** Provide care to learners who have special needs that render them unable to perform regular daily tasks such as feeding, bathing, and cleaning themselves. Will be required to work closely with both the housekeeping supervisor, parents' therapists and educators in supporting the learners learning and therapeutic needs. This will include moving with the learner between school and hostel if required. Providing additional support to learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comforting and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick. Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils. Support learner in keeping their living space tidy and organized. Will be required to work shifts.

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
O R TAMBO INLAND	EFATA	DOE-CG 33/06/20	200401369	1
ALFRED NZO EAST	VUKUNZENZELA	DOE-CG 34/06/20	200501280	2
NELSON MANDELA	KHANYISA	DOE-CG 35/06/20	200100892	2
BUFFALO CITY	ST PATRICKS	DOE-CG 36/06/20	200201025	1
NELSON MANDELA	NORTHERN LIGHTS	DOE-CG 37/06/20	200100893	1
O R TAMBO INLAND	IKWEZI LOKUSA SPECIAL SCHOOL	DOE-CG 38/06/20	200400275	1

**LAUNDRY WORKER (10 POSTS)**  
**Salary Notch: R90 234 per annum (Level 02)**

**REQUIREMENTS:** A minimum of Grade 8/STD. Must be able to communicate. Sound knowledge of laundry procedures. Willingness to work with learners and staff members. Good communication skills (written and verbal skills) and a good command of English language.

**KPA`s:** Handle incoming laundry and linen. Check items before washing for damage or stains. Use water and chemicals to remove stains before processing. Sort items according to colour, size and type of fabric. Load items into machines. Add cleaning agents and set controls. Finish items by drying, pressing and folding.

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
NELSON MANDELA	REUBIN BIRIN	DOE-LW 39/06/20	200106482	2
OR TAMBO INLAND	TEMBISA	DOE-LW 40/06/20	200401048	1
BUFFALO CITY	ST PATRICKS	DOE-LW 41/06/20	200201025	1
ALFRED NZO WEST	NOLITHA	DOE-LW 42/06/20	200501451	2
NELSON MANDELA	KHANYISA	DOE-LW 43/06/20	200100892	2
NELSON MANDELA	CAPE RECIFE	DOE-LW 44/06/20	200100104	2

**GENERAL WORKERS (14 POSTS)**  
**Salary Range: R90 234 per annum (Level 02)**

**REQUIREMENTS:** Abet with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

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

LOCATION	SCHOOL NAME	REF NO	EMIS NO	NO OF POSTS
JOE GQABI	ALIWAL NORTH AMASANGO CAREER SCHOOL	DOE-GW 45/06/20	200601153	1
AMATHOLE EAST	LINGOMSO LETHU SPECIAL SCHOOL	DOE-GW 46/06/20	200300144	1
OR TAMBO COASTAL	KING NDLOVUYEZWE NDAMASE SPECIAL SCHOOL	DOE-GW 47/06/20	200404036	1
BUFFALO CITY	KHAYALETHU SPECIAL SCHOOL	DOE-GW 48/06/20	200201019	1
SARAH BAARTMAN	GRAHAMSTOWN AMASANGO CAREER SCHOOL	DOE-GW 49/06/20	200101027	1
BUFFALO CITY	ARCADIA SPECIAL SCHOOL	DOE-GW 50/06/20	200201026	1
BUFFALO CITY	AMASANGO CAREER SCHOOL	DOE-GW 51/06/20	200101020	1
O R TAMBO INLAND	WESTVIEW	DOE-GW 52/06/20	200100850	1
BUFFALO CITY	PARKLAND	DOE-GW 53/06/20	200200454	1
O R TAMBO INLAND	NORTHERN LIGHTS	DOE-GW 54/06/20	200100893	1
NELSON MANDELA	PROTEA	DOE-GW 55/06/20	200100636	1
NELSON MANDELA	MERRYVALE	DOE-GW 56/06/20	200100971	1
SARAH BAARTMAN	KUYASA	DOE-GW 57/06/20	200100420	1
ALFRED NZO WEST	ZAMOKUHLE	DOE-GW 58/06/20	200501311	1

**INSTRUCTIONS TO CANDIDATES**

**Applications can be forwarded through one of the following offices as indicated in advert:**

Head Office, Director HRA, Private Bag X0032, Bhisho 5605

Alfred Nzo East: District Director, Tel: 039–2510279/ 0063, Fax: 039 – 2510976. Postal Address: P/B X504 Bizana 4800;

Alfred Nzo West: District Director, Tel: 039 – 2550005, Postal Address: P/B X 9001 Mount Frere 5090;

Amathole East: District Director, Tel: 047- 4911070/ 0646, Postal Address: P/B X3019 Butterworth;

Amathole West: District Director, Tel: 046- 6452964. Postal Address: P/B X2041 F.B.T;

Buffalo City Metro: District Director, Tel: 043-7600862/542 Address: P/B X9007 East London 5200;

Chris Hani East, District Director, Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050;

Chris Hani West: District Director, Tel: 045-8083000 Address: P/B X7053 Queenstown 5320;

Joe Gqabi, District Director, Tel: 051-6111380/6110064, Fax: 051-10043/6342009 Address: P/B X 5026 Sterkspruit 9762

Nelson Mandela Bay District Director, Tel: 041-4034402 / 434. Postal Address: P/B X3915 North End Port Elizabeth 6056;

OR Tambo Coastal: District Director, Tel: 047-5324704. Postal Address: P/B X518 Libode 5160;

OR Tambo Inland: District Director, Tel: 047- 5024272/4225 Postal Address: P/B X5003 Mthatha 5100;

Sarah Baartman: District Director, Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280.

For Attention: Human Resource Administration.

**Applications will not be accepted later than 12h00 on the closing date.**

**IMPORTANT: Applicants must note that the Department is not liable for applications submitted elsewhere to reach the destination by the closing date.**

**Note:** Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply.** APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

**SIGNED ON 02 July 2020**



**CHIEF DIRECTOR: HRM&D**

**MR N TSHIBO**