

Province of the EASTERN CAPE DEPARTMENT OF EDUCATION

Physical Address: Steve Vukile Tshwete Education Complex, Zone 6' Zwelltsha.
Postal Address: Private Bag X0032, Bhisho. 5605. REPUBLIC OF SOUTH AFRICA

Tel: +27 040 6084548 Fax: 040 6084433: Website: ecproy.gov.za, Email: thembela.dimbaza@edu.ecprov.za

REF. NO: 8/1/4/1/1 Date: 06 June 2013

TO: DEPUTY DIRECTOR GENERAL

: CHIEF DIRECTORS

: DIRECTORS

DISTRICT DIRECTORS
SCHOOLPRINCIPALS

HUMAN RESOURCE MANAGERS

: EMPLOYEE ORGANISATIONS : ALL STAFF MEMBERS

INTERNAL AND EXTERNAL ADVERTISEMENT OF POSTS: NON-TEACHING STAFF VACANCIES AT PUBLIC SPECIAL NEEDS SCHOOLS.

CIRCULAR NUMBER 160F 2013

This circular is issued in terms of recruitment measures contained in the Public Service Regulations 2001, regulation V11 C.2 and in this regard it is important to note that the Public Service is an EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.

The contents of this circular must without delay be brought to the notice of all eligible officers and general public.

DIRECTIONS TO CANDIDATES

Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae must accompany this form. Applicants must quote on their application the number of this circular.

Only candidates who in all respects meet the advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application was unsuccessful.

Applications may be directed for the attention of the Acting Director, Human Resource Administration, Steve Vukile Tshwete Education Complex, Zone 6 Zwelitsha or posted to the Acting Director, Human Resource Administration, Department of Education, Private Bag X0032, Bisho 5605

Applicants requiring additional information are welcome to direct their queries to Mr. K. Flanagan (040-608 4585) at head office in Zwelitsha or to the relevant District Directors as listed in Annexure:

NOTE!!! No faxed or late applications will be considered.

GLOSING DATE: 30 June 2013

SUPERINTENDENT GENERAL

ADDRESSES OF DISTRICT OFFICES: (ANNEXURE A)

East London:	Fort Beaufort	Mid- Mills - J. T							
Mr. S. Mnguni	}	King Willam's Town							
Tel: 043-7434041	Mr. N. Stofile	Mr. F.C.Sokutu							
Fax: 043-7434030	Tel: 046- 6451179	Tel: 043- 6425866 / 896 / 882							
	Fax: 046- 6452783	Fax: 043- 6425896							
Address: P/B X 9007 E.L 5200	Address: P/B X 2041 F.B.T 5720	Address: P/B X 0055 K.W.T 5600							
Ngcobo	Qumbu	Mthatha							
Ms. K.J. Ngambi	Ms.L.N. Dyodo	Mr. T.T. Dyasi							
Tel: 047-5481097 / 99	Tel: 047- 5420210 / 12	Tel: 047-5024268 / 200							
Fax: 047-5481139	Fax: 047-5530180	Fax: 047-5323339							
Address: P/B X 214	Address: P/B X 466	Address: P/B X 5003							
Engcobo 5050	Qumbu 5180	Mthatha 5100							
Libode	Dutywa	Butterworth							
Dr. A.S. Nuku	Mr. M.A. Dwangu	Mr. M.A. Jack							
Tel: 047- 5027401	Tel: 047- 4891438 / 147	Tel: 047- 4910647 / 48 / 49							
Fax: 047-5323505	Fax: 047-4891148	Fax: 047-4910655							
Address: P/B 518	Address: P/B X 1203	Address: P/B X 3019							
Libode 5160	Dutywa 5000	Butterworth 4960							
Cofimvaba	Cradock	Sterkspruit							
Mr. T.M. Skema	Mr. E.G. Klaassen	Ms. N.Y. Kanjana							
Tel: 047 -4880024	Tel: 048 –8813103 / 5	Tel: 051-6110052 / 6342009							
Fax: 047-4880027	Fax: 048-8813189	Fax: 051 - 6110032 / 6342009							
Address: P/B X 1229	Address: P/B X 82	Address: P/B X 5026							
Cofimyaba 5380	Cradock 5880	Sterkspruit 9762							
Queenstown	Lady Frere	Mbizana Mbizana							
Mr. M.H. Godlo	Mr. G.N. Jojwana	Mr. V.V. Mkentane							
Tel: 045 – 8083000	Tel: 047 -8780009	Tel: 039 - 2510975							
Fax: 045-8083030	Fax: 047-8780224	Fax: 039 - 2510976							
Address: P/B X 7053									
Queenstown 5320	Address: P/B X 1152	Address: P/B X 504							
Mount Fletcher	Lady Frere 5410	Bizana 4800							
	Maluti	Lusikisiki							
Mr. M.M. Maghutyana	Mr. L.E. Mtatyana	Mr. T.M. Matwasa							
Tel: 039- 2570963	Tel: 039 - 2560111	Tel: 039 - 2536620							
Fax: 039 - 2570956	Fax: 039 - 2560111	Fax: 039 - 2531079							
Address: P/B X 1133	Address: P/B X 9003	Address: P/B X 1010							
Mount Fletcher	Matatiele 4730	Lusikisiki 4820							
Graaff-Reinet	Mount Frere	Grahamstown							
Mr. N.R.W. De Bruyn Tel: 049- 8072202	Mr. M. Sobikela	Mr. A.T. Fetsha							
	Tel: 039 - 2550005	Tel: 046- 6229310							
Fax: 049 - 8072254	Fax: 039 - 2550005	Fax: 046 - 6223224							
Address: P/B X 726	Address: P/B X 9001	Address: P/B X 1001							
Graaff-Reinet 6280	Mount Frere 5090	Grahamstown 6140							
Uitenhage	Port Elizabeth								
Ms. N. Bashman	Dr. N. Nfsiko								
Tel: 041- 9954000	Tel: 041- 4034402 / 434								
Fax: 041 - 9227659	Fax: 041 - 4538660	-							
Address: P/B X 64	Address: P/B X 3915								
Ultenhage 6200	North End								
	Port Elizabeth 6056								

ANNEXURE B

JOB SPECIFICATIONS FOR SUPPORT STAFF POSTS TO BE ADVERTISED

1. Post Designation : Administration Officer (10)

Salary Notch : R 160,224.00

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Requirements and key competences:

A minimum of Senior Certificate / Grade 12 Computer Literacy (MS Word and Excel)

Knowledge of finances

An understanding of Public Finance Management Act (PFMA)

An understanding of Government priorities educational policies and Public Service principles

Willing to work with and for learners with special education needs (disabled learners)

An understanding of Public Service principles.

Promote welfare of learners

Good communication skills, good customer care and telephone etiquette.

Key Responsibilities

Managing subsidies / funds transferred to the school by the department.

Prepare school budget

Assist in administration,

Reconcile, balance and prepare monthly /quarterly financial statements.

budget

Capturing data and keeping data base

Filling, record keeping of school, staff and learner issues.

Procurement, provisioning

Handling of correspondence,

Ordering of text books, stationery ,other equipment and distribution of stationery

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 children.

2. Post Designation: House-mothers / House-Fathers

(25 Special School – Based posts) Salary Notch : R 96, 363.00

Requirements and key competences

A minimum of Grade 10 / Std 8

Willing to work and cater for learners with special education needs (disabled learners) would be an added advantage

Provide a hygienic and secure environment which complies with all health and safety standards

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

Ability to learn, understand and had knowledge to deal with learners experiencing barriers will be an added advantage

Avoiding use of language that is biased

An understanding of Public Service principles.
Good communication skills, good customer care.
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

Key Responsibilities:

Has a responsibility to take care of disabled learners during day, after school and at night.

Assist and train disabled learners with dressing ,feeding ,bath, toilet training, grooming and dressing

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

Repair clothing of learners

Maintenance of neatness , cleanliness and promotion of welfare of learners

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.

3. Post Designation: Food Aides

(14 Special School –Based posts)
Salary Notch : R 81, 312.00

Requirements and key competences

A minimum of Grade 10 / Std 8

To promote healthy lifestyles and good nutrition in schools

Able to draw a healthy and balanced diet

Willingness to work and cater for learners with special education needs (disabled learners

Ability to learn, understand and had knowledge to deal with learners experiencing barriers will be an added advantage

An understanding of Public Service principles

Acceptance of responsibility and be able to identify learner needs and strengths

Acknowledge and respect differences in learners with disabilities

Promote welfare of learners and motivate learners to build self esteem

Create opportunities for learners to participate in activities

Have the ability to do the right thing all the time

Choose to make a difference

Good communication skills, good customer care.

Key Responsibilities:

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 dinning 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.

4. Post Designation: Laundry Assistant

(11 Special School —Based posts)
Salary Notch : R 81, 312.00

Requirements and key competences

A minimum of Grade 10 / Std 8

Good communication skills and Good Customer Care

Acceptance of responsibility

Promote welfare of learners and motivate learners to build self esteem

Provide a hygienic and secure environment which complies with all health and safety standards

Ability to learn

Create opportunities for learners to participate in activities

Understanding of operating washing machines

Willingness to work with learners with special education needs (disabled learners)

To promote healthy lifestyles and good nutrition in schools

Choose to make a difference

An understanding of Public Service principles.

Key Responsibilities:

Collection of laundry from all rooms / hostels

Make sure that learners clothes , uniform and linen are properly washed and ironed

Washing and ironing of laundry

Sorting, packaging and distribution of laundry to different hostels

Keep inventory of all the equipment in the Laundry

Maintain neatness and cleanliness in the laundry room

Promote welfare of learners and motivate learners to build self esteem

Ensure that there are enough cleaning and washing detergents

Draw up the laundry needs with the School Management Team

5. Post Designation: Cleaner

(20 Special School –Based posts)
Salary Notch : R 76, 278.00

Requirements and key competences

A minimum of Grade 10 / Std 8

Good communication skills and Good Customer Care

Acceptance of responsibility and be able to identify learner needs and strengths

Provide a hygienic and secure environment which complies with all health and safety standards

Promote welfare of learners and motivate learners to build self esteem

Create opportunities for learners to participate in activities

Ability to learn, understand and had knowledge to deal with learners experiencing barriers will be an added advantage

Willingness to work with learners with special education needs (disabled learners)

An understanding of Public Service principles.

Key Responsibilities:

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.

Responsible for the removal of refuse for both hostel and school premises

General domestic duties, like fixing of broken windows ,taps, gutters, ,doors, wheelchairs, lights and etc

Washing ablution facilities, cleaning floors and carpets refuse removal, etc.for both hostels and school

Request, purchase and control of cleaning material

Undertake inspections on a daily basis of the neatness of buildings and premises

Report any damages to property.

Promote and uphold the rights of children

6. Post Designation: Driver

(20 Special School - Based posts)

Salary Notch : R 76, 278.00

Requirements and key competences

A minimum of Grade 10 / Std 8

A valid drivers license (Code 8/10/14)

A valid Public Drivers Permit (PDP)

Good communication skills and Good Customer Care

Acceptance of responsibility

Ability to learn, understand and had knowledge to deal with learners experiencing barriers will be an added advantage

First Aid course will be added advantage

Promote welfare of learners

Ability to learn and motivate learners to build self esteem

Willingness to work with learners with special education needs (disabled learners)

An understanding of Public Service principles.

Key Responsibilities:

Collect and distribute disabled learners to and from their homes, hospital, clinic and town when necessary

Transport disabled learners ,staff and school deliveries and all other school related activities as directed by the principal

Transport and render physical assistance to learners when necessary

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

Purchasing and control of cleaning material

See to it that all school vehicles are packed in the garages of the school at the end of each day

7. Post Designation: Teacher Aides / Teacher Assistants

(22 Special School -Based posts)
Salary Notch : R 76, 278.00

Requirements and key competences

A minimum of Grade 10 / Std 8

Good communication skills and Good Customer Care

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 Public Service principles

Be able to identify positive aspects or talents of the disabled learners

Treat the disabled learners with respect and dignity

Ability to learn, understand and had knowledge to deal with learners experiencing barriers will be an added advantage

Key Responsibilities:

Maintain neatness and cleanliness for learning and teaching to take place in the classroom

See to it that during meal times food is dished for learners meals in the Classroom when problem occurs

Provide necessary support to learners experiencing barriers to learning

Assist and supervise during lessons and attend to learners whilst the teacher is giving individual attention or absent

Take instructions from the teacher

Motivate learners and built their self esteem

Encourage them to be independent

Promote effective learning for all learners

Create a conducive learning environment for learners

Ensure hygienic handling of food

Supervise and assist learners during feeding

Good communication skills and Good Customer Care

Group work assistance
Assisting with reading lessons and extra mural activities
Assist in purchasing and control of cleaning material for your classroom
Undertake inspections on a daily basis of the neatness of the classroom
Promote and uphold the rights of children
Accompany learners when transported to hospital clinics, town and home when necessary

8. LEARNING SUPPORT FACILITATOR (90)

SALARY NOTCH: 218388 - 545 958

REQUIREMENTS

An appropriate three year relevant qualification supplemented by a 5 year teaching of an insight into education policies relating to inclusive Education and barriers to learning, knowledge of NCS and CAPS in the school sector of education. General verbal and written communication skills and particularly excellent written skills, sound computer literacy in MS Word, Excel and PowerPoint experience. A further qualification in Learning Support or Inclusive Education or Special Education or Psychological or Counseling or Remedial will be an advantage.

Additional Requirements: Applicants must have an extensive knowledge of Project Management and Budget Management in compliance with PFMA as essential requirements.

The following must be noted regarding the above posts:

Preference will be made to qualifying excess educators

Note further that these posts are school based as per PPN 2013 but placed at district offices.

Skills and Competencies Knowledge of White Paper 6 and its Implementation measure * Problem solving and analysis* facilitation and Training skills* Computer literacy* Good interpersonal skills* Communication and negotiation skills* Networking *Writing skills* Sound administrative and managerial skills* A valid driver's license code(8)* Community mobilization skills. Competency assessment on knowledge and skills on matters relating to learning support services will be conducted.

Key performance area: The successful candidates will be responsible to facilitating learning support services at school level mentoring and support teachers in ordinary, full service and special schools to advance the care and support for teaching (CSTL) initiative, facilitate meetings in Institutional level Support Teams (ILSTs) facilitate provision of assistive devices, special and ordinary mainstream school, facilitate ongoing teacher training in strategies for identifying and addressing barriers to learning in their classrooms, advice on individual learner support through designing guidelines for curriculum differentiation, adaptation to learning programmes and advising on methodologist after having conducted classroom observation. Monitor and evaluate implementation of these programmes* Make inputs into district planning around integrated Inclusive Education Support Services, participate in DBSTs processes around the monitoring and implementation of the Screening, Identification, Assessment and Support Systems.*

NB: These posts are school based as per PPN 2013 but placed at District office.



LIST OF AVAILABLE/ FUNDED NON -EDUCATOR POSTS IN PUBLIC SPECIAL SCHOOL

	OF 212 POSTS		>	_	Hous	Γ —		İ							챼	
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	TOTAL			10	25	14	11	20	20	0	22	0	0	0	0	122

LEARNING SUPPORT FACILITATORS (BASED IN DISTRICT OFFICES)

District	No. of Posts
GRAHAMSTOWN	2
GRAAFF-REINET	2
CRADOCK	2
LADY FRERE	3
UITENHAGE	3
QUEENSTOWN	3
STERKSPRUIT	3
MT FLETCHER	3
MBIZANA	4
NGCOBO	4
MALUTI	4
MT FRERE	4
FORT BEAUFORT	4
QUMBU	4
PORT ELIZABETH	4
COFIMVABA	4
EAST LONDON	5
DUTYWA	5
MTHATA	5
LUSIKISIKI	5
BUTTERWORTH	5
LIBODE	6
KING WILLIAMS TOWN	6
Provincial Totals	90