



Province of the
EASTERN CAPE
EDUCATION

HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape
Private Bag X0032 • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA
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Enquiries: Nonkosi Sipahlanga

FILE NUMBER: 8/1/4/1/1

DATE: 1 JULY 2015

INTERNAL ADVERTISEMENT OF VACANT CRITICAL PUBLIC SERVICE ACT STAFF POSTS

CIRCULAR NUMBER 13 OF 2015

- 1) This circular is issued in terms of recruitment measures contained in the Public Service Regulations 2001, 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**.
- 2) The contents of this circular must without delay be brought to the notice of all interns/eligible candidates. All potential candidates who may qualify for posts in this circular must be notified, even if they are absent from their normal places of work. The Department calls upon all interested interns/eligible candidates to apply for vacancies advertised in this circular. The applications of interns must be accompanied by a letter from the relevant Director indicating that the applicant is in fact, rendering services to the Department in the capacity stated.

DIRECTIONS TO CANDIDATES

- 3) 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.
- 4) The application forms for Chief Education Specialists (CES) posts must be directed to Head Office and all others to the District Offices. A list with addresses of District Offices is attached.



Received on 02/07/2015

- 5) Applicants requiring additional information are welcome to direct their queries to the following officials:

Head Office Address: Steve Vukile Tshwete Education Complex, Zone 6 **ZWELITSHA**
5608 alternatively Private Bag X 0032 **BISHO 5608**

Mrs NT Sipahlanga 040-6084064
Mr. MM Lokwe 040-6084513

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

CLOSING DATE: 17 JULY 2015


CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

DATE: 01/07/2015



NB: THE 4 SCHOOLS FOR THE DEAF TO ADVERTISE 4 DEAF TEACHER ASSISTANTS FOR EACH SCHOOL (eg. ST THOMAS(KING WILLIAMS TOWN DISTRICT), SIVE(MALUTI DISTRICT), EFATA(MTHATHA DISTRICT), REUBIN BIRIN(PORT ELIZABETH DISTRICT)).

Post: Administration Officer(12 posts)
Salary Scale: R183 438.00 – R216 084.00

Requirements and key competences:

- A B degree/diploma or equivalent qualification with 3-5 years as an administrator
- 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
- An understanding of Public Service principles.
- Good in planning and be able to work under pressure
- Willing to work with and for learners with special education needs (disabled learners)
- Good communication and negotiating skills (written and verbal), good customer care
- Present good telephone etiquette and good interpersonal skills
- Promote welfare of learners
- A valid Code 8 (EB) Drivers license will be an added advantage

Responsibilities:

- Supervision and control of subordinates; Leave management, Performance management, Records management and Financial management
- Managing subsidies / funds transferred to the school by the department.
- Prepare school budget
- Assist in administration ,
- Reconcile, balance and prepare monthly and quarterly reports /quarterly financial statements and budget estimates
- Organizing parents meetings and keep minutes of the meetings
- Ordering of text books, stationery ,other equipment and distribution of stationery
- Procurement and provisioning of office goods /resources
- Document management such as filling, scanning, faxing, record keeping of school, staff and learner issues
- Ensure safe keeping of all documentation in the office
- Capturing data and keeping data base
- Compilation of general office correspondence such as memorandums, submissions, invitations , notices and letters
- Apply basic communication skills in interacting with learners with special education needs.

- Ability to work under pressure

Post: House Mothers/ House Fathers(29 posts)
Salary Scale: R87 330-R102 873

Requirements and key competences:

- A minimum of Grade 10 / Std 8
- Willing to work and cater for learners with special education needs (disabled learners)
- 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

Responsibilities:

- Accepting all learners ,irrespective of their physical appearance, abilities, functioning levels ,age, race, gender and language etc.
- Has a responsibility to take care of disabled learners during day, after school and at night.
- Have patience and willingness to support learners unconditionally
- Promote and uphold the rights of children
- Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness.
- Assist and train disabled learners with dressing ,feeding ,bath, toilet training, grooming and dressing up
- 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.

Post: Food Aides(17 posts)

Salary Scale: R87 330-R102 873

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
- 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.
- Have patience and willingness to support learners unconditionally
- Promote and uphold the rights of children



Post: Cleaner (33 posts)**Salary Scale: R87 330-R102 873****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
- 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 with special education needs (disabled learners)
- An understanding of Public Service principles.

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 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
- Have patience and willingness to support learners unconditionally

Post: Driver (15 posts)**Salary Scale: R87 330-R102 873****Requirements and key competences:**

- A minimum of Grade 10 / Std 8
- A valid driver's license (Code 8/10/14)
- A valid Public Drivers Permit (PDP)
- Good communication skills and Good Customer Care
- Acceptance of responsibility
- 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.

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

Post: Teacher Aides/Teacher Assistants(38 posts)
Salary Scale: R87 330-R102 873

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

Responsibilities:

- Provide general support and assistance for teaching and learning in the Resource Class, with special reference to learners with barriers to learning.
- Assist the Resource Class Educator within the class re- classroom organisation and management of learners with barriers to learning.



- Supervise class activities and observe learner performance during teaching and learning while the educator teaches a group of learners;
- Work closely with the Resource Class Educator and assist him/her with administrative tasks;
- Read and tell stories to small group of learners (language development programme)
- Listen to groups of learners reading;
- Consolidate sounds and words with small groups of learners (according to directives of Resource Class Educator.
- 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, flard 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 for the Resource Class
- Invigilating 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 Resource Classroom tidy (in co-operation with learners who have responsibility for the management of their own learning environment)
- Assist with the preparation, distribution, collection and storage of LTSM (Learner and Teaching Support Material) while encouraging learners to participate actively.
- Assist with fundraising efforts

Personality traits:

- Loving and kind
- Accepting all learners, irrespective of their physical appearance, abilities, functioning levels, age, race, context, gender, language etc.
- Patience and willingness to all support learners unconditionally.
- Positive attitude
- Able to manage learners and their behavior (conflict management skills)
- Belief in Inclusive Education – supporting the idea that all learners have a right to education and are able to learn
- Willing to learn, attend in-service training workshops (being a life-long learner)

The Teacher Assistant should:



- Never become the Resource Class Educator – is not responsible for the teaching of learners – but renders a supportive role and remains the **assistant** in the classroom.
- Never be utilized in an administrative capacity at the school – doing photocopying and other administrative tasks for the rest of the school.

Post: Security(8 posts)

Salary Scale: R73 044-R86 040

Requirements and key competences:

- A minimum of Grade 10 / Std 8
- Good communication skills, good customer care.
- An understanding of Public Service principles
- Have the ability to do the right thing all the time
- Choose to make a difference
- Acknowledge and accept of responsibility
- Promote welfare of learners and motivate learners to build self esteem

Responsibilities:

- Has a responsibility to identify officers /employees , learners and visitors
- 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
- Open gates on arrival and departure of visitors
- 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)

Post Designation: Nursing Assistant (5 posts)

Salary Notch : R 81 312.00

Requirements and key competences

- A minimum of Grade 10
- Good communication skills, interpersonal skills and good customer care.
- An understanding of Public Service principles
- Registration with the South African Nursing Council
- Enrolment certificate
- Acknowledge and accept of responsibility

- Promote welfare of learners and motivate learners to build self esteem
- Willingness to work irregular hours

Key Responsibilities:

- Assist the Professional nurse in the administration of medicine including prescription in line with the provision of Health Professions Council of South Africa
- Assist the Professional nurse in the management of medical procedures.
- Render nursing services to learners with disabilities.
- Provide *necessary support to learners experiencing barriers to learning*
- Escort /accompany sick learners with the nurse to , medical practitioners ,health hospitals, health clinics, town and home when necessary ,especially in day schools
- Be available for medical emergencies
- Conduct Health Education, Sexuality and HIV/AIDS programmes
- Help to make or prepare equipment to use with the learners

Post Designation: Therapy Aides(2 posts)
Salary Notch : R 81 312.00

Requirements and key competences

- A minimum of Grade 10
- Good communication skills, interpersonal skills and good customer care.
- An understanding of Public Service principles
- Acknowledge and accept of responsibility
- Promote welfare of learners and motivate learners to build self esteem
- Willingness to work irregular hours
- 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

Key Responsibilities:

- Have sufficient knowledge and skills to deal with disabled learners
- Preparing of the room and equipment for therapeutic activities
- Assist the Professional Therapists in mobility and orientation of disabled learners
- Lift ,transfer and generally assist disabled learners
- Packing assistive devices and equipment in the Therapy room.
- Provide *necessary support to learners experiencing barriers to learning*
- Guide and assist learners to perform certain activities .e.g. daily living skills, gross and fine motor development.
- Assist learners with the performance of routine therapy activities ,individual and group activities
- Prepare files for individual learners
- *Good communication skills and good customer care*



SUMMARY : SUBSIDY FOR SCHOOLS FOR SPECIALISED EDUCATION

#REF!

No.	District	EMIS No.	Institution	Disability Category	Admin Officers	House Keeping Supervisors	Food Aides	Laundry assistant	Cleaners	Drivers	Nurse assistant	Security	Teacher Aides/ Assistants	Therapy Aide	TOTAL
1	EAST LONDON	200201026	ARCADIA	LEARNING	1	0	0	0	0	1	0	0	0	0	2
2	EAST LONDON	200401020	AMASANGO	EXTRINSIC	1	0	0	0	1	0	0	0	0	0	2
3	EAST LONDON	200200034	BAYSVILLE	MMH	0	1	1	0	0	0	0	0	0	0	2
4	EAST LONDON	200201019	KHAYALETHU	SMH	0	0	1	0	0	0	0	0	0	0	2
5	EAST LONDON	200200454	PARKLAND	SMH	0	0	1	0	0	1	0	0	2	0	4
6	EAST LONDON	200200886	VUKUHAMBE	PHYSIC	0	2	0	0	1	0	0	0	2	1	4
7	GRAHAMSTOWN	200601153	AMASANGO	EXTRINSIC	0	0	0	0	1	0	0	0	0	0	3
8	GRAHAMSTOWN	200100420	KUYASA	SMH	0	0	0	0	0	1	0	0	1	0	2
9	KING WILLIAMSTOWN	200200980	BHISHO YCC	BEHAVIOURAL	0	0	0	0	3	0	0	0	1	0	3
10	KING WILLIAMSTOWN	200200189	FUNDISA	SMH	0	0	0	0	2	0	0	1	1	0	3
11	KING WILLIAMSTOWN	200201025	ST PATRICKS	SMH	0	0	4	0	0	0	0	0	0	0	4
12	KING WILLIAMSTOWN	200200819	ST THOMAS	DEAF	0	2	1	0	0	0	0	3	4	0	4
13	LUSIKISKI	200501591	SIGCAU	SMH	0	1	1	0	1	1	0	0	0	0	10
14	MALUTI	200501449	SIVE	DEAF	0	1	1	0	0	0	0	0	0	0	4
15	MBIZANA	200501355	NOMPUMALANGA	SMH	0	0	0	0	2	0	0	0	4	0	6
16	MBIZANA	200501280	VUKUZENZELE	PHYSIC	0	1	0	0	1	1	1	0	0	0	4
17	MBIZANA	200501311	ZAMOKUHLA	BLIND	0	2	0	0	1	0	0	0	0	0	4
18	MOLAT FRERE	200501451	INOLITHA	SMH	1	1	1	0	0	0	0	0	0	0	3
19	MTATHA	200401369	EFATA	DEAF/BLIND	0	4	1	0	3	0	0	0	1	0	4
20	MTATHA	200400275	IKHWEZI LOKUSA	PHYSIC/CP	0	3	1	0	0	0	0	0	6	0	16
21	MTATHA	200401048	THEMBISA	SMH	0	0	0	0	3	0	0	0	1	0	5
22	NGCOBO	200600319	KHANYISA - CALA	SMH	0	0	1	0	0	0	1	1	0	0	3
23	PORT ELIZABETH	200100104	CAPE RECIFE	PHYSIC/CPLEAR	1	0	0	0	2	0	0	0	0	0	3
24	PORT ELIZABETH	200100206	ENKUSELWENI	BEHAVIOURAL	1	0	0	0	1	0	0	0	0	0	3
25	PORT ELIZABETH	200100210	ERICA	BEHAVIOURAL	1	0	0	0	0	0	0	0	0	0	2
26	PORT ELIZABETH	200100293	HAPPYDALE	SMH	1	0	0	0	0	0	0	2	0	0	3
27	PORT ELIZABETH	200100892	KHANYISA - PE	BLIND	1	0	2	0	0	0	0	0	0	0	3
28	PORT ELIZABETH	200100869	LONWABO	PHYSIC/CP	0	1	2	0	0	0	0	0	2	0	5
29	PORT ELIZABETH	200100970	LUTHANCO-LUVUYO	SMH	0	0	0	0	1	0	1	1	1	0	4
30	PORT ELIZABETH	200100971	MERRYVALE	SMH	0	1	0	0	1	0	0	0	1	0	3
31	PORT ELIZABETH	200100893	NORTHERN LIGHTS	CP+PHYSICAL	0	0	0	0	0	0	0	0	2	1	3
32	PORT ELIZABETH	200100636	PROTEA	POS	1	0	0	0	0	0	0	0	0	0	2
33	PORT ELIZABETH	200100642	QUEST	AUTISTIC	1	0	0	0	1	0	0	0	1	0	3
34	PORT ELIZABETH	200100248	REUBIN BIRIN	DEAF	0	2	0	0	0	2	0	0	2	0	6
35	PORT ELIZABETH	200100950	WESTVIEW	MMH	1	0	0	0	1	0	0	0	4	0	6
36	QUEENSTOWN	200600305	GALI THEM'BANI	BEHAVIOURAL	0	0	0	0	3	0	0	0	0	0	3
37	QUMBU	200401385	*SOLO	SMH	3	3	0	0	0	0	0	0	0	0	6
38	STERKSPRUIT	200601153	AMASANGO A	MMH	0	0	0	0	0	1	0	0	1	0	2

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**EASTERN CAPE DEPARTMENT OF EDUCATION: OPEN BULLETIN:
HEADS OF DEPARTMENT AND DEPUTY PRINCIPALS POSTS AT SCHOOLS - VOLUME 3/2015**

ADDRESSES OF DISTRICT OFFICES:

East London: Mr. S. Mnguni Tel: 043-7086229 Address: P/B X 9007 E.L. 5200	Fort Beaufort Mr. N. Stofile Tel: 046- 6451179 Address: P/B X 2041 F.B.T 5720	King William's Town Mr. F.C.Sokutu Tel: 043- 6043200 Address: P/B X 0055 K.W.T 5600
Ngqobo Ms. K.J. Ngambi Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050	Qumbu Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Address: P/B X 486 Qumbu 5180	Mthatha Mr. T.T. Dyasi Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100
Libode Ms T.C. Vikilahle Tel: 047- 5027401 Address: P/B 518 Libode 5160	Dutywa Mr. M.A. Dwangu Tel: 047- 4891438 / 147 Address: P/B X 1203 Dutywa 5000	Butterworth Mr. M.A. Jack Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960
Cofimvaba Mr. T.M. Sikama Tel: 047 -4880024 Address: P/B X 1229 Cofimvaba 5380	Cradock Mr. E.G. Klaassen Tel: 048 -8813103 / 5 Address: P/B X 82 Cradock 5880	Sterkspruit Acting District Director Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762
Queenstown Mr. H.N. Godlo Tel: 045 - 8588900 Address: P/B X 7053 Queenstown 5320	Lady Frere Mr. G.N. Jojwana Tel: 047 -8780009 Address: P/B X 1152 Lady Frere 5410	Mbhizana Mr. V.V. Mkentane Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800
Mount Fletcher Acting District Director Tel: 039- 2570963 Address: P/B X 1133 Mount Fletcher	Maluti Mr. L.E. Mtatyana Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	Lusikisiki Mr. V.E. Matwasa Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820
Graaff-Reinet Mr. N.R.W. De Bruyn Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280	Mount Frere Mr. M. Sobikela Tel: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Grahamstown Mr. A.T. Fetsha Tel: 046- 6229310 Address: P/B X 1001 Grahamstown 6140
Uitenhage Ms. N. Bashman Tel: 041- 9954000 Address: P/B X 64 Uitenhage 6200	Port Elizabeth Dr. N. Ntsiko Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056	