



Physical Address: Steve Vukile Tshwete Education Complex, Zone 6' Zwelitsha.
Postal Address : Private Bag X0032, Bhisho. 5605. REPUBLIC OF SOUTH AFRICA
Tel: +27 040 6084064 Fax: 040 6084433
Website: www.ecprov.gov.za Email: nonkosiyazi.sipahlanga@edu.ecprov.gov.za

The Eastern Cape Department of Education has the following interesting vacancies available.

Circular Number 29 of October 2017

- 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 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 eligible candidates to apply for vacancies advertised in this circular.

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, post numbers and school where the vacancy is. 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 has been unsuccessful.
- 4) **Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office - Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605.**
- 5) Applicants requiring additional information are welcome to direct their queries to the following officials:

Mrs NT Sipahlanga 040-6084064
Mr. TK Dimbaza 040-6084548.

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

Closing date: 17 November 2017

Superintendent General

Date

- General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy.
- **Salary Scale CES:** All Inclusive package of R812 724 – R1 259 022pa.(Salary level 12)
- **Salary Scale DCES:** R453 246 – R887 571 pa.(Salary level 10)
- **Salary Scale SES:** R367 773– R836 139 pa.(Salary level 9)

POST : **CHIEF EDUCATION SPECIALIST- SCHOOL ADMINISTRATION AND RESOURCING SYSTEMS: INTERSEN AND GET BAND**

DESCRIPTION : **EDUCATION RESOURCING AND MONITORING: GENERAL AND TRAINING PHASE AND ECD CENTRES**

CENTRE : **HEAD OFFICE – ZWELITSHA (1 POST) (EDU 367)**

REQUIREMENTS : A minimum of 3 years management experience. Good knowledge of relevant Education Legislation, Regulations and Acts. Knowledge and understanding of White Paper on Early Childhood Development. Sound communication, report writing skills, presentation, negotiation, operational systems development, conflict and project management skills. Proven understanding of budgeting and procurement processes. A sound & extensive knowledge and understanding of local and global trends in Governance, Training and Development practices within Public Ordinary Schools. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Knowledge of Admission Processes, data analysis, Matrix Management, People and Financial Management.

DUTIES : Manage the development and facilitation of the implementation of policies, procedures, systems and structures in order to build effective, democratic and accessible schools for learners in the GET band. Ensure that all learners in GET Band access education. Enforce legislative and policy compliance. Develop and mediate operational systems and policy directives to guide the uniform implementation of SASA. Develop school resourcing directives and policies. Process the conversion of schools in line with the School Re-Organisation Change Levers. Process the establishment, registration, mergers and establishment of schools. Manage the re-organisation and the twinning of schools. Manage processes that require publication of Provincial Gazettes for all legislated requirements for the MEC. Investigate all queries pertaining to reconfiguration of the schooling system as referred from the office of the MEC, HOD and DDG. Prepare cabinet memos. Prepare provincial performance and compliance reports as required. Prepare weekly operational & monthly key deliverable reports, quarterly and annual reports. Overall management of section budget and expenditure.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST- SCHOOL ENRICHMENT (EXTRA-CURRICULAR PROGRAMMES)**

DESCRIPTION : **EDUCATION RESOURCING AND MORNITORING: FET PHASE AND EXTRA-CURRICULAR PROGRAMMES**

CENTRE : **HEAD OFFICE – ZWELITSHA (1 POST) (EDU 368)**

REQUIREMENTS : A minimum of two years in managerial position. Good knowledge of

relevant Education Legislation, Regulation and Acts. General leadership and networking skills Good strategic, project, financial, research and time management skills. Able to work under pressure in both a team and as an individual. Excellent verbal, written and communication skills. Computer Literacy in MS Office Suite and MS Outlook

DUTIES

: Co-ordinate the effective implementation of heritage programmes and values in education throughout the Province and administration. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Collaborate with the Department of Sports, Recreation Arts & Culture and other key partners to strengthen provincial inter -departmental collaborations. Promote heritage, race and value programmes in all the schools as well as the Bill of Rights in all the Districts. Conduct advocacy and awareness campaigns for non-participating schools in heritage programmes. Monitor and support districts and schools for all Heritage, Race and Values Programmes. Conduct social cohesion workshop for values in Education with NDBE for SGBs and community stakeholders. Co-ordinate and Monitor implementation of choral music programme .Co-ordinate workshops for choir music conductors and Adjudicators. Facilitate the participation of district choirs at region and provincial level logistical arrangements. Liaise with project managers / leaders within the office and other relevant stakeholders for information and consolidation of required reports. Draft memos and write reports. Supervise staff under your supervision. Monitor expenditure and analyse expenditure trends. Consolidate monthly, quarterly and annual financial and non-financial reports of the sub-directorate. Assist with collation of inputs during the audit processes.

POST

: **DEPUTY CHIEF EDUCATION SPECIALIST- SCHOOL ADMINISTRATION AND PROVISIONING**

DESCRIPTION

: **EDUCATION RESOURCING AND MONITORING: FET PHASE AND EXTRA-CURRICULAR PROGRAMMES**

CENTRE

: **HEAD OFFICE – ZWELITSHA (1 POST) (EDU 369)**

REQUIREMENTS

: A minimum of two years in managerial position. Good knowledge of relevant Education Legislation, Regulation and Acts. General leadership and networking skills Good strategic, project, financial, research and time management skills. Able to work under pressure in both a team and as an individual. Excellent verbal, written and communication skills. Computer Literacy in MS Office Suite and MS Outlook.

DUTIES

: Facilitate and monitor the decentralization of funds to Agricultural schools. Monitor and support districts and schools in the procurement and delivery of machinery, equipment garden tools animals, animal feed as well as in the construction of piggery and poultry units. Monitor the election and training of Farm Committee members and farm managers. Facilitate the development of the policy document for Agricultural schools. Conduct a situation analysis with the Dept. of Agricultural for potential new Agricultural schools. Monitor, evaluate and support all Agricultural schools. Facilitates, coordinates and monitors the establishment and operationalization of public new schools in the FET BAND. Coordinate the development, printing and distribution of school calendars to all public

schools and relevant offices. Facilitates and monitors the decentralization of funds to all Agricultural schools. Conduct a situation analysis with the Department of Agriculture for potential new Agricultural schools. Liaise with project managers / leaders within the office and other relevant stakeholders for information and consolidation of required reports. Liaise with all spheres of government on departmental issues. Draft memos and write reports. Supervise staff in the office of the Director. Monitor expenditure and analyse expenditure trends. Consolidate monthly, quarterly and annual financial and non-financial reports of the directorate. Assist with collation of inputs during the audit processes. Coordinate FINCOM reports for the directorate.

<u>POST</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST- CO-ORDINATION ADMINISTRATION AND PROVISIONING: ECD CENTRES</u>
<u>DESCRIPTION</u>	:	<u>EDUCATION RESOURCING AND MONITORING: GENERAL AND TRAINING PHASE AND ECD CENTRES</u>
<u>CENTRE</u>	:	<u>HEAD OFFICE – ZWELITSHA (2 POSTS) (EDU 370)</u>
<u>REQUIREMENTS</u>	:	A minimum of two years in managerial position. Good knowledge of relevant Education Legislation, Regulation and Acts. Proven knowledge and understanding of White Paper 5 on Early Childhood Development. General leadership and networking skills Good strategic, project, financial, research and time management skills. Able to work under pressure in both a team and as an individual. Excellent verbal, written and communication skills. Knowledge of budgeting and procurement processes.
<u>DUTIES</u>	:	Co-ordinate the effective functioning of ECD Community Centers throughout the Province and administration of Grade R Classes in Public Schools as stipulated in White Paper 5. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Collaborate with the Department of Social Department and other key partners to strengthen provincial inter - departmental collaborations. Support the capacity of public and private training organizations to improve the quality of training for ECD. Monitor and support the implementation of the National Curriculum Framework in selected centres to improve the quality of ECD provisioning. Facilitate provision of a quality foundation for teaching and learning in Grade R. Develop provincial guidelines for the implementation of the GET policies. Develop project proposals, business plans and compile and submit reports on the activities as required. Represent the Department at National and Provincial relevant forums. Liaise with project managers / leaders within the office and other relevant stakeholders for information and consolidation of required reports. Liaise with all spheres of government on departmental issues. Draft memos and write reports. Supervise staff in the office of the Director. Monitor expenditure and analyse expenditure trends. Consolidate monthly, quarterly and annual financial and non-financial reports of the directorate. Assist with collation of inputs during the audit processes.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST- SCHOOL ADMINISTRATION AND RESOURCING SYSTEMS: INTERSEN AND GET BAND**

DESCRIPTION : **EDUCATION RESOURCING AND MONITORING: GENERAL AND TRAINING PHASE AND ECD CENTRES**

CENTRE : **HEAD OFFICE – ZWELITSHA (1 POST) (EDU 371)**

REQUIREMENTS : A minimum of two years in managerial position. Good knowledge of relevant Education Legislation, Regulation and Acts. General leadership and networking skills Good strategic, project, financial, research and time management skills. Able to work under pressure in both a team and as an individual. Excellent verbal, written and communication skills.

DUTIES : Develop and facilitate the implementation of policies, procedures, systems and structures according to Education White Paper 5 in order to build effective, democratic and accessible schools for learners in the GET band. Ensure the effective and efficient implementation of the Learner Attainment Improvement Strategy (LAIS). Ensure that all learners in GET Band access education. Ensure effective planning, implementation, monitoring and evaluation of all activities. Plan and organize regular meetings/workshops/seminars for district officials and stakeholders. Develop provincial guidelines for the implementation of the GET policies. Develop project proposals, business plans and compile and submit reports on the activities as required. Represent the Department at National and Provincial relevant forums. Liaise with project managers / leaders within the office and other relevant stakeholders for information and consolidation of required reports. Liaise with all spheres of government on departmental issues. Draft memos and write reports. Supervise staff in the office of the Director. Monitor expenditure and analyse expenditure trends. Consolidate monthly, quarterly and annual financial and non-financial reports of the directorate. Assist with collation of inputs during the audit processes.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST- SCHOOL EFFECTIVENESS, STRATEGIES AND MONITORING: GET/ECD BAND**

DESCRIPTION : **EDUCATION RESOURCING AND MONITORING: GENERAL AND TRAINING PHASE AND ECD CENTRES**

CENTRE : **HEAD OFFICE – ZWELITSHA (1 POST) (EDU 372)**

REQUIREMENTS : A minimum of two years in managerial position. Good knowledge of relevant Education Legislation, Regulation and Acts. General leadership and networking skills Good strategic, project, financial, research and time management skills. Able to work under pressure in both a team and as an individual. Excellent verbal, written and communication skills.

DUTIES : Develop strategies to ensure functional schools within the GET sector. Support the underperforming GET schools across the province. Ensure effective planning, implementation, monitoring and evaluation of all activities. Plan and organize regular meetings/workshops/seminars for district officials and stakeholders. Develop project proposals, business plans and compile and submit reports on the activities as required. Represent the Department at National and Provincial relevant forums.

Liaise with project managers / leaders within the office and other relevant stakeholders for information and consolidation of required reports. Liaise with all spheres of government on departmental issues. Draft memos and write reports. Supervise staff in the office of the Director. Monitor expenditure and analyse expenditure trends. Consolidate monthly, quarterly and annual financial and non-financial reports of the directorate. Assist with collation of inputs during the audit processes.