



Physical Address: Steve Vukile Tshwete Education Complex, Zone 6* Zwelitsha.
Postal Address: Private Bag X0032, Bhisho, 5605. REPUBLIC OF SOUTH AFRICA
Tel: 040 608 4064 Fax: 0406084433
Website: www.ecdoe.gov.za Email: nonkosi.sipahlanga@edu.ecprov.gov.za

Circular 2 of 2018

<u>POST</u>	:	<u>DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING, EVALUATION AND MONITORING (EDU01/02/2018)</u>
<u>SALARY RANGE</u>	:	R1 370 973 – R1 463 892 per annum
<u>SALARY Level</u>	:	15
<u>CENTRE</u>	:	Head Office – Zwelitsha (1 POST)
<u>REQUIREMENTS</u>	:	<p>A post graduate qualification at NQF level 8 in Education planning, human resource management or related fields • 8 to 10 years' relevant experience in human capital or corporate management domains at senior management level • Proven management experience in Education/ Curriculum management and Teacher Development. General knowledge of the strategic management of corporate management functions such as legal advisory services, information technology, corporate communication, etc. • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers' License</p> <p>Competencies: Strategic Capability and Leadership • People Management and Empowerment • Programme and Project Management • Financial Management • Change Management • Knowledge Management • Service Delivery Innovation • Problem Solving and Analysis • Client Orientation and Customer Focus • Communication</p> <p>Technical Competencies: Relevant legislative frameworks • Departmental policies and procedures • Performance Reporting • Human Resource Planning • Business Process Reengineering</p>
<u>DUTIES</u>	:	<p>Support the head of department and executive managers with the development of the departmental Strategic Plan and annual performance plans, the monitoring of the performance thereof and reporting thereon • Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Service Act, 1994, the Employment of Educators Act, 1998 and the Public Finance Management Act, 1999 to ensure the effective, efficient and economical utilization of the department's human capital and knowledge/information/technology management infrastructure resources • Strategically direct infrastructure development and maintenance processes to ensure the provisioning of education to learners in a safe and fit-for-purpose environment standards • Account</p>

for the effective, efficient and economical performance of the departmental human resource management and staff utilisation systems • Manage and account for the development and implementation of the Department's Information Technology Master Plan and the roll-out of educational IT solutions • Manage and account for the provisioning of corporate legal services • Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental human capital and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services • Manage the development of the Branch's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment • Provide technical advice to the head of department pertaining to strategic, and physical resource utilisation matters • Represent the strategic intent of the Department in the technical structures of HEADCOM, the DPSA, provincial planning forums as well as stakeholder engagement and bargaining structures • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development staff.

POST : **DIRECTOR ECD: EARLY CHILDHOOD DEVELOPMENT**
SALARY RANGE : **R948 174.00 – R1 116 918.00 per Annum**
SALARY LEVEL : **13**
CENTRE : **Head Office - Zwelitsha (1 POST) (EDU02/02/2018)**

REQUIREMENTS : An appropriate, recognised NQF Level 7 (420 credits) qualification in Education or related field, and a minimum of 5 years' experience at middle management level in the field. Good knowledge of relevant Education Legislation, Regulations and Acts, and knowledge and understanding of White Paper on Early Childhood Education. A relevant post-graduate qualification will be an added advantage. Proven management skills in education management or equivalent. Ability to communicate effectively with all internal and external stakeholders. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Report writing skills, presentation, negotiation, operational systems development, conflict and project management skills. 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. Computer skills in Ms-office: Word, Excel, Access, PowerPoint and Outlook and Internet. A valid driver's license.

DUTIES : To coordinate and support the development of institutions to facilitate improvement of learner's educational experience in the GET/ECD Band. Coordinating the effective functioning of schools in the GET/ECD band and integrated ECD service throughout the province. Building effective democratic and accessible schools for learners. Ensuring functional schools within GET/ECD sector. Develop and implement a funding strategy for GET/ECD band. Ensuring the implementation of all national policies in education. Monitor the implementation of policy, planning and evaluation of all activities. Establish a procurement plan and ensure timeous deployment of all capital infrastructure as well as capital equipment, materials and consumables. Develop an ECD training framework for Grade R and

Pre – Grade R Practitioners, including Pre – Service and in – Service Programmes. Quality assure the training of ECD Practitioners. Manage the development and implementation of policies and procedures. Implement, monitor and maintain ECD of E policies and procedures and ensure alignment with operations policy and statutory policy. Manage all resources of the directorate as per the relevant Public Service Acts and policies.

- POST** : **SENIOR LEGAL ADMINISTRATION OFFICER MR5**
- SALARY RANGE** : **R684 423.00 – R1 023 054 .00 OSD**
- CENTRE** : **Head Office – Educational Leadership Institute (EDU03/02/2018)**
- REQUIREMENTS** : An LLB. At least 8 years appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential.
- DUTIES** : To render legal advisory services to the Department of Education (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.
- POST** : **ADMIN OFFICER: ARCHIVING AND WAREHOUSING (REF: EDU04/02/2018)**
- SALARY RANGE** : **R226 611 – 266 943 per annum**
- SALARY LEVEL** : **07**
- CENTRE** : **Head Office – Zwelitsha (1 x POST)**
- REQUIREMENTS** : NQF 6 (360 credits) in Public Administration or relevant qualification with 2 years' relevant asset management experience or Grade 12 with 5 years relevant asset management experience. Computer literate with advanced knowledge of Ms Word, Ms Excel and Ms Powerpoint. Knowledge of asset management with regards to LOGIS system will be an added advantage.
Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills. Ability to work under pressure.
- DUTIES** : To undertake the stock taking, verification, capturing and reporting on assets, disposals, additions, donations and loss control. To identify asset misclassification and prepare corrective journals. Updating and monitoring asset register. To prepare monthly asset reconciliations

and assist in the compilation of interim and annual financial statements with regards to asset management disclosure notes and reports. Rendering of support to District Offices, staff management. To supervise the asset management administrative team.

POST : **PROVISIONING ADMIN OFFICER: AUXILIARY SUPPORT**
SALARY RANGE : **R226 611-R266 943 (Level 07)**
CENTRE : **Head Office – Zwelitsha (3 X POSTS) (EDU05/02/2018)**

REQUIREMENTS : NQF 6 (360 credits) in Public Administration or relevant qualification with 2 year's auxiliary or fleet management experience or Grade 12 with 5 years relevant auxiliary or fleet management experience. Experience in managing departmental accounts such as telephone account, electricity account, cellphone accounts and other auxiliary services such as cleaning, gardening and security services. Good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Good supervisory skills.
Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills, ability to work under pressure.

DUTIES : Supervise the daily activities of the Cleaners and the General Assistants. Compile a substitution roster in case of sick/absent officials. Conduct random inspections of all areas allocated to the Support staff to monitor the cleanliness of the building. Monitoring adherence to cleaning procedures for officials randomly on a weekly basis. Compile a weekly report for inspections. Ensure that the procured Stock and equipment is well managed and distributed. Complete and update the inventory monthly. Ensure compliance to Occupational Health and Safety policy and procedures and provide feedback thereof. Waste Paper Management. Daily management of the attendance register. Registry and Photocopying Machine Management, ensure that the meter readings are captured and verified on a monthly basis. Ensure that the service provider invoices are paid monthly, and they correspond with the meter readings captured. Compile weekly, monthly and quarterly reports. Compile the Operational and Procurement Plan for the unit. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan. Ensure that requisition forms are completed and track the progress of the procured material weekly.

POST : **PROVISIONING ADMIN OFFICER: FLEET MANAGEMENT SERVICES**
SALARY RANGE : **R 226 611- R 266 943**
SALARY LEVELE : **07**
CENTRE : **Head Office – Zwelitsha (2 X POSTS) (EDU06/02/2018)**

REQUIREMENTS : NQF 6 (360 credits) in Public Administration or relevant qualification with 2 years fleet management experience or Grade 12 with 5 years relevant fleet management experience.

Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline.

Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills, ability to work under pressure.

DUTIES : Conduct inspections of all vehicles on issue and return of vehicles. Monitoring adherence to fleet management policy and procedures. Ensure and mitigate misuse and abuse of departmental vehicles. Facilitate subsidy applications for qualifying officials. Management the fleet management invoices and ensure all received invoices are paid within 30 days. Management and monitor the vehicle tracking system and report on all incidents of misuse. Facilitate and assist in the management of loss or accidents reports. Conduct monthly meetings with the unit officials and or district officials. Provide feedback regarding problem resolutions. Daily management of departmental fleet. Conduct physical verification of vehicles as required by policy. Ensure that the service provider invoices are paid monthly. Compile weekly, monthly and quarterly reports. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan. Ensure that trip authorization forms are completed prior to the issuing of vehicles.

POST : **HR CLERKS: PERSAL RESTORATION AND CAPPED LEAVE AUDIT X 18 (ONE YEAR CONTRACT)**

SALARY RANGE : **R 142 461 180 063 per annum**

SALARY LEVELE : **05**

CENTRE : **(EDU07/02/2018) • East London**

REQUIREMENTS : Grade 12 or equivalent with 3 – 5 years' experience Human resource administration work required. A NQF 6 (360 credits) in HRM will be added advantage. Must be computer literate. Experience in working on PERSAL. Knowledge and understanding of records management and archives policies, procedures and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail. A valid driver's license will be a recommendation. KPA's: Calculating and auditing of capped leave credits; Identification of problem cases and escalation to relevant officials; Maintaining an electronic and physical registry; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records.

- POST** : **MESSENGER/ DRIVER – FLEET MANAGEMENT**
- SALARY RANGE** : **R 107 886.00 – R 127 086.00 per Annum**
- SALARY LEVEL** : **03**
- CENTRE** : **Head Office – Zwelitsha (Ref. EDU08/02/2018)**
- REQUIREMENTS** : Grade 10 qualification with 7-12 driving experience, Code 8 valid Driver's License with PDP, Knowledge of the Eastern Cape landscape, towns, cities, and rural areas. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies. Knowledge of the procedures to operate the motor vehicle e.g procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. An advanced driving certificate will be an added advantage.
PERSONAL ATTRIBUTES: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills, ability to work under pressure.
- DUTIES** : Deliver and fetch correspondence, transporting of personnel and guests, Fueling the vehicles, driving for officials to other departments, Airport, workshops, meetings etc., Collecting mail from the Post Office, Management of the log book, preparing accident and incident reports as necessary. Assisting passengers and handicap guest in and out of the vehicle, Keep the assigned vehicle (s) clean inside and outside. Assist with any other tasks that may be assigned to you from time to time.
- CLOSING DATE** : **02 March 2018**
- ENQUIRIES** : **Mrs NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040- 608 4548)**

Applications received after closing date will not be considered. No faxed applications will be accepted.

To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdoe.gov.za

Applications can be forwarded through one of the following options:

Hand Delivery: Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. Post to: Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha

NOTE!!!

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 signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS certified copies of all qualification(s) [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). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to achieve equitable representation across race and gender. Females and Disabled persons are strongly.**