



Province of the
EASTERN CAPE
EDUCATION

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- POST** : **CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (PROFESSIONAL DEVELOPMENT & SUPPORT GET/ECD)**
- SALARY LEVEL** : **12**
SALARY SCALE : **All Inclusive package of R657 879 pa**
CENTRE : **Head Office (Ref No: EDU01)**
- REQUIREMENTS** : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
Additional requirements: Further qualification will be an advantage. Experience in the development, management and implementation of training programmes within the Department. Experience in materials development and the development of training manuals will be advantageous. Demonstrated facilities skills pertaining to adult learners. Advanced computer literacy.
- DUTIES** : Manage the daily activities of the Education Training Institute. Maintain a database of training needs, providers, courses and successful candidates. Facilitate and co-ordinate INSET and professional development programmes as well as any other training opportunities. Oversee and co-ordinate staff activities to ensure projects and programmes are delivered on time. Manage the budget and oversee the procurement of professional service providers. Co-ordinate the activities of the Skills Development facilitators and provide input into the WSP. Liaise with SETAs and other providers. Quality assure all programmes and provide feedback to presents. Ensure the accreditation of programmes offered.
- POST** : **CHIEF EDUCATION SPECIALIST: SCHOOL NUTRITION & POVERTY ALLEVIATION PROGRAMMES & RURAL SCHOOLS. POVERTY ALLEVIATION AND COMMUNITY DEVELOPMENT INTERSECTORAL LIAISON**
- SALARY LEVEL** : **12**
SALARY SCALE : **All Inclusive package of R657 879 pa**

- CENTRE** : Head Office (Ref No: EDU02)
- REQUIREMENTS** : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. Additional requirements: Further qualification will be an advantage. Experience in the development, management and implementation of training programmes within the Department. Experience in materials development and the development of training manuals will be advantageous. Demonstrated facilities skills pertaining to adult learners. Advanced computer literacy. **Competencies:** A relevant post-graduate degree in the relevant field will be an added advantage. Expertise in horticulture, livestock, community development and a thorough understanding of the South African Education System and its policies are essential. Must have strong leadership and communication qualities and must be able to work unsupervised and within a team context. A valid driver's license.
- DUTIES** : Ensure that poverty alleviation and community development issues affecting schooling are addressed. To facilitate implementation of poverty alleviation and Rural School development programmes in line with PGDP. To communicate with district officials, principals and stakeholders to ensure that poverty alleviation is addressed in all levels. To liaise with sister directorates and other government departments regarding poverty alleviation and community development. To assist district officials in the identification of learners who experience problems in poverty. To conduct workshops and information sharing meetings as a way of staff development and empowerment. To enhance awareness programmes offered by schools and mitigate the impact of poverty alleviation.
- POST** : **CHIEF EDUCATION SPECIALIST: INSTITUTIONAL MANAGEMENT, IMPLEMENTATION EVALUATION PHASE**
- SALARY LEVEL** : 12
- SALARY SCALE** : All Inclusive package of R657 879 pa
- CENTRE** : Head Office – Zwelitsha (Ref No:EDU03)
- REQUIREMENTS** : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. Additional



requirements: Further qualification will be an advantage. Experience in the development, management and implementation of training programmes within the Department. Experience in materials development and the development of training manuals will be advantageous. Demonstrated facilities skills pertaining to adult learners. Advanced computer literacy. **Competencies:** A relevant post-graduate degree in the relevant field will be an added advantage. Expertise in horticulture, livestock, community development and a thorough understanding of the South African Education System and its policies are essential. Must have strong leadership and communication qualities and must be able to work unsupervised and within a team context. A valid driver's license.

DUTIES : Facilitate the co-ordination to the implementation of education policy and provisioning of education services and resources to Public Ordinary School: GET phases, ECD centres and Public Ordinary Schools: FET phase. The facilitation of the implementation of strategies for the management, monitoring and governance of schools through a Quality Promotion standardized and thematic monitoring tool. Monitoring the implementation of Whole School evaluation and institutional performance through IQMS or any other oversight monitoring tool/instrument. Facilitation of all district Operations by co-ordinating reports from the clusters and co-ordinating timely responses from the relevant head office directorate by ensuring the necessary controls systems, skills and procedures be in place for effective service delivery to districts.

POST : **CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (CURRICULUM MANAGEMENT CURRICULUM ADVISORY).**

SALARY LEVEL : 12
SALARY SCALE : All Inclusive package of R657 879 pa
CENTRE : Maluti (Ref No:EDU04)

REQUIREMENTS : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. **Additional requirements:** Computer skills in MS Office Suite and MS Outlook. **Competencies:** National Curriculum policies and legislation for the GET and FET bands. Human Resource Management. Understanding of transformational issues in education. Through understanding of education issues facing districts. Dynamic management style. Proven leadership



networking, consultation and advocacy skills. Strategic planning and problem solving skills. Analytical and report writing skills. Sound human relations and interpersonal skills. Good research, project, financial and time management skills. Diversity/conflict and change management skills. Ability to work under pressure, both independently and in a team.

DUTIES : Leadership in curriculum management functions in all schools within the district. Co-ordinate the monitoring of school functionally as if relates to curriculum implementation. Leadership in the sphere of curriculum planning within the ECDOE vision and strategic goals. Co-ordinate and manage all activities of curriculum personnel in the district. Provide training and managerial support to all curriculum personnel in the district. Manage the implementation of NCS curriculum policies in the FET and GET schools. Strategic oversight of ECD and ABET district staff. Exercise procurement and financial control measures for all functions relating to curriculum in the district. Effective and efficient Human Resource Management. Monitor and evaluate all district curriculum activities. Networking with other education directorates, sectors, non-governmental organizations and teacher unions.

POST : **CHIEF EDUCATION SPECIALISTS: EDUCATION SOCIAL SUPPORT SERVICES (EDUCATION SUPPORT PROGRAMMES)**

SALARY LEVEL : 12
SALARY SCALE : All Inclusive package of R657 879 pa
CENTRE : Grahamstown (Ref No: EDU05)

REQUIREMENTS : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : Manage all Social Plan Programmes, including scholar transport, Rural School Development, School Nutrition and Poverty Alleviation, HIV/AIDS advocacy. Oversee all education planning and monitoring functions and the implementation of special education programmes including Inclusive Education. Review and analyse the impact of policies within the District and give feedback to Provincial Office. Facilitate greater co-ordination and collaboration with relevant stakeholders in implementing identified projects. Oversee the implementation of White Paper six on Inclusive Education. Facilitate interpretation and implementation of policies with regard to special schools, life skills, HIV/AIDS education, remedial services and psychological counseling services. Develop and

- implement strategies for supporting learners with barriers to learning in all schools in the District.
- POST** : **CHIEF EDUCATION SPECIALISTS: EDUCATION SOCIAL SUPPORT SERVICES (EDUCATION SUPPORT PROGRAMMES)**
- SALARY LEVEL** : **12**
- SALARY SCALE** : **All Inclusive package of R657 879 pa**
- CENTRE** : **Port Elizabeth (Ref No: EDU06)**
- REQUIREMENTS** : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
- DUTIES** : Manage all Social Plan Programmes, including scholar transport, Rural School Development, School Nutrition and Poverty Alleviation, HIV/AIDS advocacy. Oversee all education planning and monitoring functions and the implementation of special education programmes including Inclusive Education. Review and analyse the impact of policies within the District and give feedback to Provincial Office. Facilitate greater co-ordination and collaboration with relevant stakeholders in implementing identified projects. Oversee the implementation of White Paper six on Inclusive Education. Facilitate interpretation and implementation of policies with regard to special schools, life skills, HIV/AIDS education, remedial services and psychological counseling services. Develop and implement strategies for supporting learners with barriers to learning in all schools in the District.
- POST** : **DEPUTY CHIEF EDUCATION SPECIALISTS: LABOUR RELATIONS. (GRIEVANCES AND DISPUTES)**
- SALARY LEVEL** : **10**
- SALARY SCALE** : **R366 891 – R718 470 pa.**
- CENTRE** : **Head Office (Ref No: EDU07)**
- REQUIREMENTS** : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
- DUTIES** : Responsible for policy development and research relating to grievance and dispute resolution. Applicants should be adaptable, disciplined, self-confident and able to work

independently. Experience in grievance and dispute resolution, policy-making processes and computer literacy will serve as a strong recommendations. Coordinate all functions pertaining to grievance and dispute resolution in the educator sector. Interpret monthly reports on grievance and dispute resolution with the view to advice management on strategies to improve grievance and dispute resolution. Coordinate provincial workshops on grievance and dispute resolution processes. Liaise with all trade unions in the education sector regarding grievance and dispute resolution matters. Liaise with all bargaining councils pertaining to disputes. Monitor and report on the implementation of conciliation agreements and arbitration awards and assist in the implementation of such agreements or awards. Manage and monitor the effective utilization of a provincial database on case law studies. Represent the Department in conciliation and arbitration hearings when necessary. Coordinate and report on the implementation of policy and procedures regarding grievance and dispute resolution in all Districts. Perform generic management duties.

POST : **DEPUTY CHIEF EDUCATION SPECIALISTS: WHOLE SCHOOL EVALUATION AND ORGANISATIONAL SYSTEMS.**

SALARY LEVEL : **10**
SALARY SCALE : **R366 891 – R718 470 pa.**
CENTRE : **Head Office (Ref No: EDU08)**

REQUIREMENTS : General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. **Knowledge:** Knowledge of the following prescripts: *Public Finance Management Act no 1 of 1999, The Transformation of the Public Service Public Service Act and the Employment of Educators Act No. 75 of 1997 and sound knowledge of the South African Schools' Act. Sound knowledge of project management and report writing form part of the required expertise for the successful incumbent. **Skills:** Solid computer literacy in MS Word, Excel, Access, PowerPoint and Publisher, ability to make coherent presentations to stakeholders as well as excellent communication, interpersonal, organizational and research skills. **Attributes:** Adaptability, being disciplined, self-confident and able to work independently and in a team. Honesty and trustworthiness will also be essential attributes for the successful incumbent.



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DUTIES : The key responsibility is the implementation of the National Policy on Whole-school Evaluation at sampled schools(WSE) as part of the Integrated Quality Management Systems(IQMS as regulated by Collective Agreement 8 of 2003) and within a quality assurance framework, Assisting schools in crafting School Improvement Plans(SIPs) with the aim of rendering them efficient and effective as centres of learning, Compilation of WSE education planners in supporting schools, working with District Support Teams in responding to recommendations emanating from school external evaluation reports.
The successful incumbent must be able to contribute towards future development, refining and amending of the WSE policy informed by requirements in the policy implementation landscape.

POST : **DEPUTY CHIEF EDUCATION SPECIALISTS (EDO):
MANAGEMENT AND GOVERNANCE (IDS & G EDUCATION
DEVELOPMENT OFFICER/CIRCUIT MANAGER)**

SALARY LEVEL : **10**
SALARY SCALE : **R366 891 – R718 470 pa.**
CENTRE : Butterworth (Ref No: EDU09), Dutywa 2 Posts (Ref No: EDU10), East London (6 Posts) (Ref No: EDU11), King Williams Town (3 Posts) (Ref No: EDU12), Maluti (2 Posts) (Ref No: EDU13), Queenstown (Ref No: EDU14), Qumbu (3 Posts) (Ref No: EDU15), Sterkspruit (Ref No: EDU16), Grahamstown (2 Posts) (Ref No: EDU17), Lady Frere 2 Posts (Ref No: EDU18), Ngcobo (Ref No: EDU19), Cofimvaba (Ref No: EDU20), Mount Frere (Ref No: EDU21)

DUTIES : To ensure effective management of schools within His/her circuit. To co-ordinate and monitor implementation of the approved curriculum at all schools within his/her circuit as well as provision of all support services in these schools. To monitor the implementation of the learner attainment improvement strategy in schools within his/her circuit. To co-ordinate and oversee the administration of schools within his/her circuit. To facilitate effective governance, management and monitoring of the use of schools paper budgets through holding of monthly Circuit finance meetings. To ensure acquisition, maintenance of physical and other resources in schools. To manage the performance of school principals within his/her circuit. To ensure the implementation of safer schools programmes in the circuit by instituting circuit school safety committees including all stakeholders within the circuit.

POST : **DEPUTY CHIEF EDUCATION SPECIALISTS:
INFORMATION COMMUNICATION TECHNOLOGY IN
CURRICULUM Co-ordinator: Tele-collaborative Learning**



SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Sterkspruit (Ref No: EDU22), Mount Fletcher
(Ref No: EDU 23), Lusikisiki (Co-ordinator Research)
(Ref No: EDU 24), Dutywa (Ref No: EDU 25)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
Competencies/skills: Sound knowledge and understanding of the NQF, the NCS and policies on Libraries, Toy Libraries, e-Learning and Curriculum Research. A thorough understanding of the principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Good management and leadership skills. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook.

DUTIES : Provide overall leadership for the development and implementation of Libraries, Toy Libraries, E-Learning, Curriculum Research, as well as Mathematics, Science and Technology. Co-ordinate the establishment and maintenance of Library, Toy Library, e-Learning, as well as Mathematics, Science and Technology committees. Manage relevant programmes, maintenance, development, support and administration at district level. Represent the district at provincial and national level and other relevant curriculum forums. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes that are led by the provincial DoE or in conjunction with outside agencies. Ensure effective planning, implementation, monitoring and evaluation of relevant policies. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the relevant policies.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST:**
EDUCATION SOCIAL SUPPORT SERVICES HIV/AIDS, LIFE SKILLS & SNP CO-ORDINATOR

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Mount Frere (Ref No: EDU 26)



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REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : To monitor and facilitate education support programs towards HIV/AIDS/Life skills programs activities in the unit and social planning. Facilitate and coordinate the implementation of integration of HIV/AIDS in the curriculum. The implementation of a white paper 6. The facilitation of interpretation and implementation of policies with regard to HIV/AIDS education. The implementation of strategies for supporting learners with barriers to learning and all schools in the district. The coordination and implementation of programs on HIV/AIDS and life skills, safety in schools, healthy advisory committee in schools. Communicates with district officials, institutions on HIV/AIDS programs. The formulation of relevant policies for educational matters and community development. To supervise the implementation of nutrition program.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST- CURRICULUM MANAGEMENT AND SUPPORT. Communication Studies and Languages)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Libode - Curriculum Advisory Services FET/ABET (Ref No: EDU 27), Libode - Curriculum Advisory Services FET/ABET Agricultural Sciences and nature conservation (Ref No: EDU 28), Libode - Curriculum Advisory Services FET/ABET Physical, Mathematics, Computer and Life Sciences (Ref No: EDU 29), Port Elizabeth - Curriculum Advisory Services FET/ABET Human and Social Studies (Ref No: EDU 30), Cofimvaba - Curriculum Advisory Services FET/ABET ABET Co-ordinator (Ref No: EDU 31), Cofimvaba - Curriculum Advisory Services FET/ABET Intersen (Ref No: EDU 32), Dutywa - Curriculum Advisory Services FET/ABET ABET Co-ordinator (Ref No: EDU 33), East London - Curriculum Advisory Services FET/ABET Manufacturing, Engineering and Technology (Ref No: EDU 34), Mbizana - Curriculum Advisory Services FET/ABET Physical, Mathematics, Computer and Life Sciences (Ref No: EDU 35)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
Additional Requirements:



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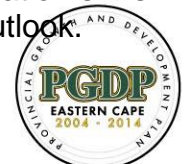
Sound knowledge and understanding of the NQF, CAPS and the NCS in FET. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education (OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Good management and leadership skills. Excellent communication, facilitation and presentation skills. Computer literacy (MS Office Suite and MS Outlook).

DUTIES : Provide overall leadership for the development and implementation of the phase. Co-ordinate the establishment and maintenance of Phase/Learning Area Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the phase. Co-ordinate the selection and utilization of maintenance, development, support and administration at district level. Represent the ordinate and facilitate the participation of the district in all curriculum projects and conjunction with outside agencies. Ensure effective planning, implementation, teachers, training and support courses, on-site support visits, etc., to ensure effective planning, decision-making, monitoring and implementation of CAPS.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (Curriculum Advisory Services ECD/GET Curriculum Co-ordinator: Operations & Resourcing)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Dutywa - (Ref No: EDU 36), Ngcobo – (Ref No: EDU 37)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
Competencies/skills: Sound knowledge and understanding of the NQF and the NCS in GET. A thorough understanding of the principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development practices. Proven experience in project management. Good management and leadership skills. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook.



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DUTIES : Provide overall leadership for the development and implementation of the Phase. Co-ordinate the establishment and maintenance of Phase/Learning Area Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the Phase. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area. Manage relevant curriculum policy, maintenance, development, support and administration at district level. Represent the district at provincial and national level and other relevant curriculum forums. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Learning Area that are led by the provincial DoE or in conjunction with outside agencies. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the NCS. Co-ordinate CASS in the Phase. Developing materials for the implementation of national and provincial initiatives.

POST : **DEPUTY CHIEF EDUCATION SPECIALISTS:
INSTITUTIONAL DEVELOPMENT SUPPORT AND
GOVERNANCE IQMS IMPLEMENTATION – (IQMS
Co-ordinator)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Lady Frere (Ref No: EDU 38), Port Elizabeth (Ref No: EDU 39), East London (Ref No: EDU 40)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE

DUTIES : Rendering the IQMS activities in the District. Compilation of Management reports (e.g. Weekly, Monthly, and Quarterly). Reporting procedures research procedures. Analyzing the programme/project planning strategic planning and career development.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: GOVERNANCE
MANAGEMENT – (GET/ECD BAND Co-ordinator)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Head Office (Ref No: EDU 41)



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REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : The empowerment of EDO's to support the functioning of RCL's and SGB's. Audit of school governance structures established in line with SASA provision. Identification of training needs at school. Conduct and attend Provincial SCG meeting. Audit of governance master trainers'. Audit of districts SGB unit. The induction of district SGB units to support the implementation and monitoring of school governance programmes. Training of master trainers on roles and responsibilities of SGB units. The Consultation session with districts and circuits for support. The monitoring the correct and prompt implementation of school policies. Sample of two high schools per districts and its feedback. Provincial SGB unit meeting. The preparations for SGB elections in 2009. Distribution of draft provincial regulations to districts and social partners for inputs. Consolidation of inputs by task team. Presentation to social needs cluster and legislature. Gazetting of provincial regulations. Distribution of provincial regulations to districts. Development and duplication of election material by Province and District. Distribution of issues emanating from SASA 84 of 1996 as amended. The monitoring of utilization of District allocations. Consultative meetings with Districts.

POST : **DEPUTY CHIEF EDUCATION SPECIALISTS: SCHOOL EFFECTIVE STRATEGIES & MONITORING (GET/ECD BAND Co-ordinator)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Head Office – 2 Posts (Ref No: EDU 42)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : Facilitate School monitoring and support visits, on quarterly basis to enhance ongoing monitoring by Districts. To ensure that Section 14 Lease Agreements for all Public Schools on private Property in the planned financial year are signed to increase admission of learners in rural areas (farm and small village schools). To facilitate establishment of intervention programmes designed to assist the most rural schools in the



province as informed by National Rural Directorate. The collation of reports and submitting of them to CES.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION SOCIAL SUPPORT SERVICES (HIV/AIDS/LIFE SKILLS/SHE/SCH NUTRITION PROGRAMME Co-ordinator)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Cofimvaba (Ref No: EDU 43)

REQUIREMENTS : Prepared to travel and work long hours. Knowledge and experience of curriculum. A valid driver's license. Qualification in HIV and AIDS management will be an added advantage. **Competencies:** Sound knowledge and understanding of HIV and AIDS policies. Experience in the development of HIV and AIDS materials. Proven experience in project management. Good management and leadership skills. Excellent communication, facilitation and presentation skills. Excellent communication, facilitation and presentation skills. Computer literacy (MS Office Suite and MS Outlook). Understanding integration of HIV and AIDS into and across the curriculum.

DUTIES : Co-ordinate and facilitate professional development (preset and inset) of office based educators in HIV and AIDS life skills programmes. Co-ordinate and facilitate the implementation of the integration of HIV and AIDS content into and across the curriculum. Co-ordinate and facilitate HIV and AIDS and Health promotion events. Co-ordinate collaboration with other Departments, agencies, donors and all strategic partners in order to strengthen the implementation of HIV and AIDS Life Skills programmes. Monitor and support district implementation of the programme. Collate district reports and prepare them for presentation to the CES.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (LSEN SUPPORT PROGRAMMES Co-ordinator)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Ngcobo (Ref No: EDU 44)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. **Additional requirements:** Applicants must have extensive knowledge of/and insight into education policies, legislation and

curriculum in the school sector of education. In-depth knowledge and interpretation of Inclusive Education (White Paper 6). Knowledge of White Paper 6 and its implementation measures. Knowledge and insight into institutional management and governance, especially with regards to the schooling system. Sound communication, negotiation, managerial and report-writing relations. Capacity to work productively under pressure. Facilitation and training skills. Computer literacy. Research skills. Crisis management and referral competencies. Networking skills.

DUTIES : Co-ordinate, monitor and assist with the implementation of relevant prescribed policies and procedures regarding LSEN. Facilitate the assessment and admission to schools of learners experiencing barriers to learning and development. Ensure effective functioning and performance of the District Based Support Team (DBST) through consultation and monitoring. Empower educators to assist learners in overcoming learning barriers. Monitor and report on the management and governance of special schools and assist in the implementation of the Inclusive Education policy. Co-ordinate support and intervention programmes for vulnerable children with specific attention to street children and other out of school children and youth of school going age.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: INSTITUTIONAL DEVELOPMENT SUPPORT AND GOVERNANCE (IQMS ADMINISTRATION: POST EVALUATION Co-ordinator: IQMS)**

SALARY LEVEL : 10
SALARY SCALE : R366 891 – R718 470 pa.
CENTRE : Head Office (Ref No: EDU 45)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : Review and improve the integrated Quality Management System of Education. Facilitate an improvement and organize the training manual for education, in line with Resolution 8. Align the educators operational and the Departments business plan. Analyse the IQMS training needs. Develop a post evaluation programme. Analyse IQMS trends and training and development needs of the education from the Personal Development plans. Facilitate the moderation of appraisal throughout the Department. Facilitate the scheduling of training of educators across the Province



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POST : **DEPUTY CHIEF EDUCATION SPECIALIST: HUMAN RESOURCE DEVELOPMENT & TRAINING LEARNERSHIP INTERN & BURSARY**

SALARY LEVEL : **10**
SALARY SCALE : **R366 891 – R718 470 pa.**
CENTRE : Head Office (Ref No: EDU 46)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : The rendering of skills and SHE and Support Programmes. The rendering of Human Resources Development services. The facilitation of generic In-Service Training for all employees. Co-ordination of Skills development Programme. The facilitation of Performance assessments and incentive systems. Assist in developing of policies with regards to bursary allocation, internships and learnerships.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT**

SALARY LEVEL : **10**
SALARY SCALE : **R366 891 – R718 470 pa.**
CENTRE : Mbizana (Psycho-Social and Curriculum Adaptation Services Co-Ordinator) (Ref No: EDU 47), King Williams Town Psycho – Social and Curriculum Adaptation Services Co-ordinator (Ref No: EDU 48)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE

DUTIES : Monitor the implementation and management of effective psychological support programmes for learners. Provide guidelines to SES to assist the educators who assisting those learners requiring additional support.
Monitor all activities of provision of counseling and referral competencies. The management of all psycho-therapeutic support programmes presented to groups/individual learners. Manage the assessment learners experiencing learning and development challenges/barriers. Monitoring of provision of assistance and guidelines to educators in order to assist learners with learning challenges and who require additional

support. Manages monitors, assesses and evaluates the impact of psychosocial intervention strategies in assisting challenged learners to actualize themselves optimally in learning and other life skills. Formulate policy for operational reasons. On-site support visits.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: HUMAN RESOURCE DEVELOPMENT (HR Co-ordinator)**

SALARY LEVEL : **10**

SALARY SCALE : **R366 891 – R718 470 pa.**

CENTRE : Port Elizabeth (Ref No: EDU 49)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. REGISTRATION WITH SACE.

DUTIES : The rendering of skills and generic training programmers for all employee within schools in the district through the education Institute. The rendering of employee assistance programmers and referring employee for counseling. Facilitate the employee performance systems and work plans and validate incentive schemes and recommended the payment thereof to HRD. Manage of capacity building for employees. Manage of Employee wellness programmers. Co-ordinate the applications for bursary and employee assistance and development programmes.

POST : **SENIOR EDUCATION SPECIALISTS: SCHOOL EFFECTIVE STRATEGIES (GET/ECD BAND Coordinator)**

SALARY LEVEL : **9**

SALARY SCALE : **R297 705 – R676 833 pa**

CENTRE : Head Office (Ref No: EDU 54)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : The co-ordination of all activities that contribute to creation of safer and conducive environment in all districts and schools in the Province for realization of school effectiveness so that the provision of public quality education is enhanced. Co-ordinate community mobilization on school safety matters. Co-ordinate the School Based Crime and Anti-Drugs



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Campaigns. Co-ordinate and provide security infrastructure to ensure school enrichment programmes at District Offices. Implement policy and regulations related to safe and healthy learning and teaching environment to ensure school effectiveness. The evaluation of the progress made concerning the creation of safer and healthy learning and teaching environment for realization of school effectiveness. Empowerment of District Co-ordinators. Co-ordinate training of school based Safety Committee.

- POST** : **SENIOR EDUCATION SPECIALISTS: INFORMATION COMMUNICATION TECHNOLOGY IN CURRICULUM**
- SALARY LEVEL** : **9**
- SALARY SCALE** : **R297 705 – R676 833 pa**
- CENTRE** : Lusikisiki (Information Communication Technology in Curriculum Co-ordinator: Research (Ref No: EDU 55), Dutywa (Information Communication Technology In Curriculum Co-ordinator: Tele Collaborative Learning (Ref No: 56), Queenstown (Information Communication Technology In Curriculum Co-ordinator: Mathematics, Science & Technology) (Ref No: 57), Queenstown (Information Communication Technology In Curriculum Co-ordinator: e-Learning Facilitator) (Ref No: 58), Dutywa (Information Communication Technology In Curriculum Co-ordinator: EMIS) (Ref No: 59), Fort Beaufort (Information Communication Technology In Curriculum Co-ordinator: Resources) (Ref No: 60).
- REQUIREMENTS** : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management.
- DUTIES** : Manage Curriculum Information in the district. Implementation of the provincial Curriculum Information Management System and Research framework. Conduct research in Curriculum related areas, including IQMS. Develop, maintain and co-ordinate Curriculum electronic databases. Prepare critical Curriculum Information for the Curriculum sub-directorate. Establish links with EMIS and e-Learning. Provide information for and take part in the district strategic planning processes. Utilize the Internet as source of Information. Represent the district at provincial Curriculum Information Management System and Research forums. Ensure effective

planning, implementation, monitoring and evaluation of Curriculum Information Management System and Research.

- POST** : **SENIOR EDUCATION SPECIALISTS: CURRICULUM MANAGEMENT AND SUPPORT.**
- SALARY LEVEL** : **9**
- SALARY SCALE** : **R297 705 – R676 833 pa**
- CENTRE** : Lusikisiki 2 Posts (Learner Assessment and Examinations Co-ordinator) (Ref No: EDU 61), Lady Frere (Assessment And Examinations Co-ordinator) (Ref No: EDU 62), East London (Learner Assessment and Examinations Co-ordinator) (Ref No: EDU 63)
- REQUIREMENTS** : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.
Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management. **Competencies/Skills:** Excellent communication and numerical skills. Skills analysis, problem-solving and an ability to work unsupervised. Ability to work under pressure and to prioritise deadlines. Computer literacy and knowledge of all General Education and training prescripts.
- DUTIES** : Co-ordinate all ECD/GET Assessment and Examination related activities in the District. Co-ordinate all the activities related to the writing of the common tasks for Assessment. Co-ordination of returns of Grade 9 centre registration from schools. Co-ordination of all aspects of Grade 9 computerised mark sheets. Co-ordination and management of SBA (CASS) from Grade R to Grade 9. Co-ordinate and facilitate the distribution of Grade 9 preliminary schedules to all schools. Co-ordination of the capturing of corrections of data on the Grade 9 preliminary and final schedules. Finalising of irregularity investigations and hearings; and writing and presenting final reports (post marking). Dissemination and advocacy of policies to centres. Facilitate implementation of training programmes provided by the Provincial Office. Co-ordinate the training of invigilators and submit reports for training of invigilators. Collection and release of all Grade 9 results. Co-ordinate the submission of all GET progression and promotion schedules. Dissemination and advocacy of policies to all examination centres. Facilitate implementation of training programmes provided by the Provincial Office. Co-ordinate the training of invigilators and submit reports for training of invigilators. Collection and release

of all relevant results. Ensure the security and credibility of all assessment and examination materials and activities.

<u>POST</u>	:	<u>SENIOR EDUCATION SPECIALISTS: CURRICULUM MANAGEMENT AND SUPPORT</u>
<u>SALARY LEVEL</u>	:	9
<u>SALARY SCALE</u>	:	R297 705 – R676 833 pa
<u>CENTRE</u>	:	Butterworth (Curriculum Advisory Services ECD/GET Mathematics) (Ref No: EDU 64), Queenstown (Curriculum Advisory Services ECD/GET Foundation Phase (Life Skills) (Ref No: EDU 65), Cofimvaba (Curriculum Advisory Service ECD/GET Arts and Culture) (Ref No: EDU 66), Bizana (Curriculum Advisory Services ECD/GET Numeracy) (Ref No: EDU 67), Butterworth (Curriculum Advisory Services ECD/GET Natural Sciences) (Ref No: EDU 68), Qumbu (3 Posts) (Curriculum Advisory Services ECD/GET Mathematics & English) (Ref No: EDU 69), Dutywa Curriculum Advisory Services ECD/GET Operations & Resourcing (Ref No: EDU 70), Cradock (Curriculum Advisory Services ECD/GET Natural Sciences and Technology) (Ref No: EDU 71), Libode Curriculum Advisory Services ECD/GET Foundation Phase (Mathematics) (Ref No: EDU 72), Lusikisiki (Curriculum Advisory Services ECD/GET English Intersen) (Ref No: EDU 73), Lusikisiki (Curriculum Advisory Services ECD/GET IsiXhosa Intersen) (Ref No: EDU 74), Maluti (Curriculum Advisory Services ECD/GET Languages) (Ref No: EDU 75), Sterkspruit (Curriculum Advisory Services ECD/GET Natural Science) (Ref No: EDU 76),
<u>REQUIREMENTS</u>	:	<p>A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. Competencies/skills: Advanced ICT skills including competence in MS Office Suite, MS Outlook and the Internet. Experience in research National Curriculum policies and legislation Strategic Management .</p> <p>Competencies/skills: Sound knowledge and understanding of the NQF, the NCS in GET. A thorough understanding of the policies, principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook.</p>
<u>DUTIES</u>	:	Provide overall leadership for the development and

implementation of curriculum in the Phase/Learning Area. Co-ordinate the establishment and maintenance of district-based Phase/Learning Area Committees. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-site school support visits for schools and teachers in the Phase/Learning Area. Co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area. Represent the district at provincial and other relevant curriculum forums. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies and facilitate the resolution of all queries on the curriculum by schools and teachers. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Learning Area that are led by the national and/or provincial DoE or in conjunction with outside agencies. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the NCS. Manage and administer all CASS related activities in the Phase/Learning Area. Develop support programmes and materials to address identified curricular needs of teachers.

- POST** : **SENIOR EDUCATION SPECIALISTS: CURRICULUM MANAGEMENT AND SUPPORT**
- SALARY LEVEL** : **9**
- SALARY SCALE** : **R297 705 – R676 833 pa**
- CENTRE** : Cofimvaba (Curriculum Advisory Services FET/ABET Life Sciences) (Ref No: EDU 77), East London (Curriculum Advisory Services FET/ABET Mathematics & Physical Science) (Ref No: EDU 78), Graaf-Reinet (Curriculum Advisory Services FET/ABET English (Home and First Additional Language) (Ref No: EDU 79), Ngcobo (Curriculum Advisory Services FET/ABET Life Sciences) (Ref No: EDU 80), Libode (Curriculum Advisory Services FET/ABET English and Afrikaans) (Ref No: EDU 81), Cofimvaba (Curriculum Advisory Services FET/ABET History) (Ref No: EDU 82), Mbizana (Curriculum Advisory Services FET/ABET Languages) (Ref No: EDU 83), Mbizana (Curriculum Advisory Services FET/ABET EMS) (Ref No: EDU 84), Mount Frere (2 Posts) (Curriculum Advisory Services FET/ABET LSEN-Government & Administration) (Ref No: EDU 85), Cradock (Curriculum Advisory Services FET/ABET IsiXhosa & Tourism) (Ref No: EDU 86), Uitenhage (Curriculum Advisory Services FET/ABET History & IsiXhosa) (Ref No: EDU 87).
- REQUIREMENTS** : A recognized three-year qualification (REQV 13) which must



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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 Code 08 driver's license. Registration with SACE.

Competencies/skills: Sound knowledge and understanding of the NQF, the NCS in FET and NATED 550. A thorough understanding of the principles and teaching methodologies underpinning Outcomes-based education (OBE) and Outcomes-Based Assessment. Experience in the development of curriculum materials. Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook.

DUTIES : Provide overall leadership for the development and implementation of the Subject/Subject Field in schools. Co-ordinate the establishment and maintenance of district-based Subject/Subject Field Committees. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-site school support visits for schools and teachers in the Subject/Subject Field. Co-ordinate the provision of appropriate learner assessment strategies in the Subject/Subject Field. Co-ordinate the selection and utilization of appropriate LTSM for the Subject/Subject Field. Represent the district at provincial and other relevant curriculum forums. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies and facilitate the resolution of all queries on the curriculum by schools and teachers. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Subject/Subject Field that are led by the national and/or provincial DoE or in conjunction with outside agencies. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the NCS.

POST : **SENIOR EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (Internal Assessment Management Get and FET/ABET Bands FET/ABET Co-ordinator)**

SALARY LEVEL : **9**
SALARY SCALE : **R297 705 – R676 833 pa**
CENTRE : **Head Office (Ref No: EDU 88)**

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. **Knowledge and competencies:** Leadership and management skills. Excellent writing and communication skills. Efficiency in report-writing is highly recommended. Ability to organize and manage projects. Strategic planning, budgeting and problem-solving skills. Sound Human Relations and Interpersonal Skills. Computer skills (MS Office, Outlook and Excel).

DUTIES : Co-ordinate and monitor all examination related activities within GET, FET and ABET. Manage and co-ordinate all assessment irregularities. Co-ordinate and manage the invigilation process in 23 districts. Design and co-ordinate all monitoring processes for the smooth running of all examinations. Co-ordinate the establishment and dis-establishment of examination centres. Co-ordinate and monitor compliance to the assessment and examinations related policies, regulations and guidelines. Manage the appointment, training of invigilators, monitors and examination officials in all matters pertaining to management. Conduct an administration of assessment and examinations processes.

POST : **SENIOR EDUCATION SPECIALIST: EDUCATION SOCIAL SUPPORT SERVICES (PSYCHO-SOCIAL AND CURRICULUM ADAPTATION SERVICES Co-ordinator)**

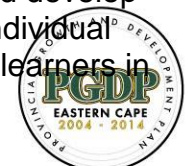
SALARY LEVEL : 9

SALARY SCALE : R297 705 – R676 833 pa

CENTRE : Mount Fletcher (Ref No: EDU 89), Sterkspruit (Ref No: EDU 90)

REQUIREMENTS : A recognized tertiary qualification in Speech and Hearing Therapy. Registration with SACE and the Health Professions Council of South Africa as a Therapist is recommended. **Additional requirements:** Minimum of five years' experience and an in-depth knowledge of education management and interaction with legislative framework and policy. In-depth knowledge, interpretation of policy on Inclusive Education (White Paper 6). Knowledge of White Paper 6 and its implementations measures. Problem-solving and analysis skills. Good interpersonal relations. Capacity to work productively under pressure. Ability to identify speech, language and hearing defects at an early age, preferable at ECD level. Facilitations and training skills. Computer literacy. Advanced communication (verbal and written) skills. Research skills. Knowledge of the National Curriculum Statement. A valid driver's license.

DUTIES : Evaluate learners to establish speech therapy needs. Make recommendations regarding placement and develop intervention strategies. Engage in class, group/individual speech therapy and empower teachers to assist learners in



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overcoming learning barriers. Establish a therapeutic environment which stimulates learning and development. Develop and monitor home programmes. Facilitate speech, language and occupational therapeutic services to District Based Support Teams. Ensure effective functioning and performance of District Based Support Teams (BSTs). Perform generic management duties. Establish interdepartmental medical and paramedic support to districts.

POST : **SENIOR EDUCATION SPECIALIST: DISTRICT CO-ORDINATION AND SUPPORT - CLUSTER C GET/ECD**

SALARY LEVEL : **9**

SALARY SCALE : **R297 705 – R676 833 pa**

CENTRE : Head Office (Ref No: EDU 91)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE.

DUTIES : Facilitate the implementation of a standard uniform mode of operation for schools and districts within the cluster, with regards to deliver of education services. Facilitate the implementation of a standard uniform mode of operation for all districts in terms of Human Resource services, Physical Infrastructure, Auxiliary Services and Governance, Finance and Supply Chain Management. Assist in providing a strategic leadership role and mentor managers within the cluster. Monitoring the impact of trainings. Assist in the development of and implementation of policies. Conduct on-site support visits. Interacts with relevant stakeholders.

POST : **SENIOR EDUCATION SPECIALIST: Curriculum Management and Support – (HIV/AIDS/LIFE SKILLS Co-ordinator)**

SALARY LEVEL : **9**

SALARY SCALE : **R297 705 – R676 833 pa**

CENTRE : Graaf – Reinet (Ref No: EDU 92), Grahamstown (Ref No: EDU 93)

REQUIREMENTS : A recognized three-year qualification (REQV 13) 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 Code 08 driver's license. Registration with SACE. **Competencies:** Sound knowledge and understanding of HIV/AIDS policies. Experience in the development of HIV/AIDS materials. Sound knowledge of curriculum integration. Excellent



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interpersonal skills. Verbal and written communication ability. Computer literacy in MS Word and PowerPoint.

DUTIES : Facilitates professional development (inset) of educators in HIV/AIDS Life Skills Programmes. Ensure that HIV/AIDS content is integrated into and across the curriculum in the districts and schools. Co-ordinates and facilitates HIV/AIDS Health promotion in the 23 districts. Co-ordinates collaboration with other Departments agencies, donors and all strategic partners in order to strengthen the implementation of HIV/AIDS Life Skills Programmes in the Province. Ensure the Provincial implementation of the HIV/AIDS Life Skills Programmes. Collates districts reports and prepare them for presentation to the CES.

NOTE : **Candidates will be required to undergo vetting processes** Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

Instruction to Candidates

Note : Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. Only shortlisted candidates will be contacted. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).
The department of Education welcomes people with disabilities and females are encouraged to apply. All shortlisted candidates will be required to undergo competency assessments. Appointment is subject to State Security Agency securing screening. Please note that communication will be limited to the short-listed candidates only. NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of the Chief Director:



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Human Resource Management and Administration, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605. Enquiries can be directed to: Mr. TK Dimbaza / Mrs. NT Sipahlanga (040-6084548/4064), and to the relevant District Office in respect of posts at Districts. A list with addresses of District Offices is attached. NB: Shortlisted candidates will be expected to undergo competency profiling and security clearances.

CLOSING DATE: 31 March 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 Willam's Town Mr. F.C.Sokutu Tel: 043- 6043200 Address: P/B X 0055 K.W.T 5600
Ngcobo Ms. K.J. Mngambi Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050	Qumbu Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Address: P/B X 466 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	
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