



HUMAN RESOURCE ADMINISTRATION

*Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605, REPUBLIC OF SOUTH AFRICA:
*Website: www.ecdoe.gov.za

ERRATUM INTERNAL ADVERT 01 OF 2020

Please take note:

The Department would like to correct the following adverts placed.

**PROJECT OFFICER (1 YEAR CONTRACT) (3 POSTS)
COMPONENT: HIV/AIDS & SOCIAL PLANNING CONDITIONAL GRANT**

Notch: R376,596 per annum (Level 9)

Centre: Head Office – Zwelitsha

Ref: HR 01/06/19

REQUIREMENTS: An appropriated bachelor's degree or equivalent and at least 3 year's relevant experience in Project Management or relevant field. The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license.

KPA's: Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.)

And

TEACHER AID (8 POSTS)

Salary Range: 90 234 per annum (Level 02)

Requirements: A minimum of Grade 10/STD 8. Must be able to communicate. An understanding of the special school system. Willingness to work with learners and staff members. Competencies: Acceptance of responsibility and be able to identify learner needs and strengths. Promote welfare of learners and their rights to learn. Create opportunities for learners to participate in activities. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners). An understanding of learners' human rights. An understanding Batho Pele principles. Be able to identify positive aspects or talents of the disabled learners. Treat the disabled learners with respect and dignity.



KPA`s: Provide general support and assistance to therapists during therapeutic interventions. Assist the Therapist within administration and management of learners with barriers to learning. Supervise class activities and observe learner performance during teaching and learning while the therapist render therapy to a group of learners; Work closely with therapist and assist him/her with administrative tasks; Support learners in small groups to develop perceptual skills (e.g. activities: puzzle construction, sorting, threading, colour/shape identification, fine & gross motor skills, midline crossing activities, "Brain Gym", posture etc.). Consolidate the learners' number concept by using suitable strategies (flash cards, flared cards, concrete counting activities). Support programs of work regarding Life Orientation that enhance learning of learners and provide the teacher with information on the progress of each identified learner; Accompany learners on excursions and other activities planned. Providing additional support to learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comforting and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick. Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils. Keep the Therapy room - tidy (in co-o -operation with learners who have responsibility for the management of their own learning environment). Will be required to work shifts.

DISTRICT	SCHOOL NAME	REF NO	EMIS NUMBER	NO OF POST
BUFFALO CITY	COLLEGE STREET	DOE-TA 59/06/20	200200998	1
BUFFALO CITY	FUNDISA	DOE-TA 60/06/20	200200189	1
NELSON MANDELA	QUEST	DOE-TA 61/06/20	200100642	1
CHRIS HANI EAST	KANYISA-CALA	DOE-TA 62/06/20	200600319	1
BUFFALO CITY	AMASANGO EL	DOE-TA 63/06/20	200101020	1
BUFFALO CITY	ARCADIA	DOE-TA 64/06/20	200201026	1
NELSON MANDELA	PROTEA	DOE-TA 65/06/20	200100636	1
SARA BAARTMAN	KUYASA	DOE-TA 66/06/20	200100420	1

The Department wishes to extend apologies for any inconvenience caused.

HR ADMINISTRATION
PROVINCIAL OFFICE
06/07/2020