

## **DEPARTMENT OF EDUCATION**

### **INTERNAL ADVERT** **VACANCIES 01 of 21/22**

Closing Date: 7 June 2021

#### **NSNP MONITORS (CONTRACT)**

**(Period: 1 July 2021 to 31 March 2022)**

**Salary Notch: R 173, 703 per annum plus 37% in lieu of benefits (Level 05)**

**Programme: National School Nutrition Programme Conditional Grant**

**Centre: Various Districts**

**Ref: DOE-NSNP-MON 01/05/2021**

**Requirements:** An NQF 6 qualification in Project Management/Health/Public Administration. Three years' relevant experience in programme management/ administrative environment. Competency in the application of MS Office/Excel application. Knowledge of financial administration practices as it relates to a support programme. A valid unendorsed driver's licence. Willingness to travel.

**Competencies:** Good communication skills. Computer literacy. Report writing. Ability to analyze narrative and expenditure reports. An understanding of the PFMA and DORA in the context of administering a Conditional Grant. An understanding of the decentralized National Schools Nutrition Programme (NSNP) delivery model. Must be able to conduct calculations of data during assessment and formulate and interpret data outcomes. An understanding of the programme monitoring and report processes. Operationalizing of the National School Nutrition Programme in respect of the three pillars of the National School Nutrition namely, provision of a nutritious meal to all benefitting of learners, integration of nutrition and health messages into the curriculum at school-based level, advocate for school-based food production. Project Management of National Advocacy of National Nutrition and Obesity Week, World School Milk Day, Africa Feeding day and Provincial and National Excellence Awards.

**KPA's:** Conduct monitoring visits to schools to monitor, evaluate and report on compliance with the National Schools Nutrition Programme (NSNP) norms and standards utilizing the National School Nutrition Programme Implementation Guidelines. Provide technical support to school management teams to resolve identified non-compliance issues. Facilitate the development and implementation of development programmes for Food Handlers. Analyze monthly reports from National Schools Nutrition Programme data based on the KPI score outcomes for all schools monitored during the period. Assist the District National Schools Nutrition Programme Supervisor as per the new Service Delivery Model, to report on the performance of the District Programme. Provide technical support to and facilitate processes to enable members of School Management Teams to administer the NSNP at a school level. Report instances of maladministration. Planning; Project Monitoring and performance measurements; and review of project deliverables. Liaise with the Provincial NSNP Directorate on the facilitation of training, in-service updates, training and orientation of newly re-ranked schools. Ensure that schools enlist support for orientation for all newly school based nutrition co-ordinators and principals. Project manage the Provincial and National Grant Evaluations for the National School Nutrition Programme. Manage and safeguard assets of the Department including IT hardware, communication devices and fleet. Reporting annually on the summaries of assets within schools that are used in the preparation and cooking of meals to learners. Reporting quarterly on the District Based Food Safety Committee outcomes in partnership with Department of Health, Department of Environmental Health and Local Authority. Facilitate the annual Deworming and HPV drive in schools by serving as a communication link between Educators and Health Officials. Collecting the information related to deworming and submitting the reports to the Provincial Office.

No	District	No of Monitors
1.	Alfred Nzo East	02
2.	Alfred Nzo West	05
3.	Amathole East	08

4.	Amathole West	04
5.	Buffalo City	04
6.	Chris Hani East	05
7.	Chris Hani West	04
8.	Joe Gqabi	04
9.	Nelson Mandela Bay	02
10.	OR Tambo Coastal	07
11.	OR Tambo Inland	06
12.	Sara Baartman	03
<b>Total</b>		<b>54</b>

**DATA CAPTURER (CONTRACT)**

**(Period: 1 July 2021 to 31 March 2022)**

**Salary Notch: R 173,703 per annum plus 37% in lieu of benefits (Level 05)**

**Programme: National School Nutrition Programme Conditional Grant**

**Centre: Various Districts**

**Ref. DOE-NSNP-DC 02/05/2021**

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Practical experience in MS Office Package e.g. Excel, Word etc. will be used as added advantage. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment.

**KPA's:** Capture documentation for processing and information using spread sheet/ data platform to ensure that the information is captured correctly, verified and validated for the National School Nutrition Programme. Checking for accuracy and amend where necessary. Dealing with queries regarding data captured and recognize and identify problems and report to the Supervisor. Avail the information captured to the Directorate. Store and maintain captured data and documents to ensure correct storage according to standard archive procedures. Input information on applicable data basis. Liaison with Schools and relevant District Based Sections, for monthly and Quarterly reports. Filing and logistics for NSNP Programme. Write and submit reports on monthly basis. Communicating and sourcing of information regarding school queries or stakeholder queries. Maintain an updated contact register for schools. Capturing financial report compliance, financial reports and District Based Asset Register.

No	District	No of Data Capturers
6.	Alfred Nzo East	01
7.	Alfred Nzo West	02
8.	Amathole East	02
9.	Amathole West	01
10.	Buffalo City	02
6.	Chris Hani East	02
7.	Chris Hani West	03
8.	Joe Gqabi	02
9.	Nelson Mandela Bay	01

10.	OR Tambo Coastal	02
11.	OR Tambo Inland	02
12.	Sara Baartman	03
13.	Head Office	01
<b>Total</b>		<b>24</b>

**NB\* All positions within Districts should be directed to Districts as follows:**

**APPLICATIONS:** Forward your application, stating the relevant reference number to:

Alfred Nzo East: HRA, Tel: 039–2510279/ 0063, Fax: 039 – 2510976. Postal Address: P/B X504 Bizana 4800; Alfred Nzo West: HRA, Tel: 039 – 2550005, Postal Address: P/B X 9001 Mount Frere 5090; Amathole East: HRA, Tel: 047- 4911070/ 0646, Postal Address: P/B X3019 Butterworth; Amathole West: HRA, Tel: 046- 6452964. Postal Address: P/B X2041 F.B.T; Buffalo City Metro: HRA Tel: 043-7600862/542 Address: P/B X9007 East London 5200; Chris Hani East: HRA Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050; Chris Hani West: HRA Tel: 045-8083000 Address: P/B X7053 Queenstown 5320; Joe Gqabi, Address: P/B X 5026 Sterkspruit 9762 Nelson Mandela Bay: HRA Tel: 041-4034402 / 434. Postal Address: P/B X3915 North End Port Elizabeth 6056; OR Tambo Coastal: HRA Tel: 047-5324704. Postal Address: P/B X518 Libode 5160; OR Tambo Inland: HRA Tel: 047- 5024272/4225 Postal Address: P/B X5003 Mthatha 5100; Sarah Baartman: HRA Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280 Head Office: Superintendent-General, Eastern Cape Department of Education, Private Bag X 0032, Bisho,5605 for attention Ms NP Sipahlanga or hand-deliver at Steve Vukile Complex, 3<sup>rd</sup> Floor, HRA, Zone 6, Zwelitsha.

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> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as 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. Where applicable, candidates will be subjected to a skills/knowledge test. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp).

- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Education welcomes people with disabilities.
- All shortlisted candidates will be required to undergo pre-employment screening.

**PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.**

**PLEASE FURTHER NOTE:**

**NB:** It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.

Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. *Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.*



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MR. Q LUTHULI  
ACTING CD: HRM&D

\_\_31 May 2021\_\_  
DATE