



PUBLIC SERVICE ACT POSITIONS

THE EASTERN CAPE DEPARTMENT OF EDUCATION

DEPARTMENTAL ADVERT 5 of 2025

Placement date: 27 June 2025

Closing Date: 11 July 2025

APPLICATION: Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecdoe.gov.za; do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). **NO HAND-DELIVERED/ NO EMAILED / NO FAXED / NO POSTED applications will be accepted.**

CLOSING DATE: 11 JULY 2025. NO LATE APPLICATIONS WILL BE ACCEPTED

NOTE: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing,

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the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications).

NB PLEASE NOTE: 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. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

CHIEF DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT

REF NO: DOE01/06/2025

SALARY: All-inclusive remuneration package of R1 436 022 – R1 716 933 annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate Degree (NQF Level 7) qualification with at least a minimum of 5 years senior management experience within Learner Teacher Support Material or Curriculum Management environment and Library Services. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Experience in the education sector will be an added advantage. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator's Act, South Africa School Act, extensive, relevant, and appropriate experience in Education and relevant legislation pertaining to Curriculum and Assessments processes, in-depth knowledge and understanding of all major education legislation policies and other governmental policies. Working experience in project management. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate, Facilitation and Presentation Skills. Valid South African driver's license.

DUTIES: Strategically direct the implementation of institutional transformation initiatives. Promote institutional efficiency and quality standards for effective teaching and learning. Manage the provision of school mapping services, revitalization of schools and of rural education. Provide education management information services. Coordinate institutional development and education delivery oversight. Manage the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Manage the development and implementation of policies. Following the interview and the technical exercise, the selection panel will

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recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES: Mr. TJZ Mtyida (Tel No: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DIRECTOR: TEACHER DEVELOPMENT INSTITUTE

(Candidates who applied previously for this position are advised to re-apply)

REF NO: DOE02/06/2025

SALARY: R1 216 824 – R1 433 355 per annum (Level 13) (inclusive package) An all-inclusive salary package structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: QUEENSTOWN TRAINING INSTITUTE

REQUIREMENTS: A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA; A minimum of five years' relevant experience in middle/senior managerial level in the education sector; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs; Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and through understanding of the Education Sector. Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES: Managing and developing innovative and effective teacher development systems and programme; Driving the Continuing Professional teacher development (CPTD) management system; Developing continuing professional teacher development courses that are pedagogically sound, data driven and content rich; Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers; Monitoring and evaluation of the impact and efficacy of the teacher development initiatives; Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans; Managing the finances of the Directorate in line with the Public Finance Management Act; All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical element of the job, the logistics of which will be communicated by the Department. Following the interview

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and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES: Mr Jack (Tel No: (40 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPUTY DIRECTOR (PROJECT MANAGER): BASIC EDUCATION EMPLOYMENT INITIATIVE (1 YEAR CONTRACT)

REF NO: DOE03/06/2025

SALARY: R 896 436.00 – R 1 055 958.00 (inclusive of 37% allowance) (salary level 11)

An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE: ZWELITSHA

REQUIREMENTS: NQF 6/7 as recognised by SAQA. 3 years' relevant experience at Assistant Director level (NQF Level 7). 5 years' relevant experience at Assistant Director level (NQF Level 6). Computer literacy and valid driver's license required. Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. People Management and Empowerment. Good communication skills (written and verbal skills) and a good command of English language. Honesty and integrity, Professionalism, Self – driven and Teamwork.

DUTIES: Provide guidance on the development of implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Communicate program status, updates, and issues to stakeholders, including senior management and executive leadership. Manage stakeholder relationships and expectations, ensuring alignment with program objectives and priorities. Establish and maintain governance structures, processes, and reporting mechanisms to monitor program progress and performance. Track program metrics and key performance indicators (KPIs), analysing data to evaluate program effectiveness and identify areas for improvement. Drive a culture of accountability, transparency, and continuous improvement within the program team and across the organization. Lead and motivate cross-functional project teams, providing guidance, direction, and support as needed. Manage the allocated resources, including personnel, budget, and equipment, to support program activities and projects. Monitor project dependencies, risks, and issues, and take proactive measures to mitigate them. To manage the implementation of BEEI Communication and advocacy. Facilitate the development of communication material. Facilitate BEEI advocacy campaigns in the province. Manage stakeholder engagement sessions. Manage and report on beneficiary recruitment drive. Represent Eastern Province at national level on BEEI relevant platforms. Facilitate collaboration and communication among project teams, ensuring integration and coherence across projects. Coordinate the management of programme activities. Coordinating with project managers to manage the resources and budget. Laying out the operating controls and parameters. Maintaining the essence of the processes that define and run the projects within the program. Ensure compliance with reporting requirements by

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providing consolidated monthly expenditure reports. Manage the compilation and implementation of BEEI Budget the programme activities. Monitor and support the development and implementation of Business Plans to the relevant authorities. Ensure the implementation of projects according to the approved business plan. Conduct BEEI Budget conciliation in line with the strategic objectives of the project. Monitor and report on performance of BEEI budget. Conduct Audit control services for the programme. Manage the allocated resources of the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES: Ms. L Sidiya (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES

REF NO: DOE04/06/2025

SALARY: R 469 459 – R 551 823 per annum (Level 09)

CENTRE: CHRIS HANI EAST

REQUIREMENTS: An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.

DUTIES: Monitor and manage logistics processes in the district to contribute to the rendering of a professional supply chain management services. Evaluate and analyse logistics processes. Serve as chairperson of the logistics committee. Provide statistics on logistics processes. Provide information regarding audit queries. Ensure the effective receiving and delivery of goods and services. Evaluate monthly reports on losses. Ensure timeous processing of payments. Evaluate authorized and reconciled payments reports against the Logis system. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

ENQUIRIES: Mr. Mnqanqeni (Tell: 047-5481097 / 99)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

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RESEARCHER: BASIC EDUCATION EMPLOYMENT INITIATIVE (1 YEAR CONTRACT)

REF NO: DOE05/06/2025

SALARY: R 469 459 – R 551 823 per annum (salary level 09), plus 37% in lieu of service benefits

CENTRE: ZWELITSHA

REQUIREMENTS: NQF 7 qualification as recognised by SAQA. 3 years relevant experience in the research environment. Skills: Strategic Capability & Leadership. Programme and Project Management. Budgeting and Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and analysis. People Management and Empowerment. Honesty and integrity. Professionalism. Self – driven. Teamwork.

DUTIES: Provide support research efforts to inform the implementation of Basic Education Employment Initiative. Provide support in Implementation of research strategy to inform the development and implementation of the BEEI. Develop research policy to support development and decision-making processes of BEEI. Provide guidance on collaboration with stakeholders to identify research needs and priorities on BEEI. Provide technical support in research, writing reports and engagement with stakeholders including educators and employers to inform research and ensure findings are relevant and useful in the project. Analyse, and interpret data to produce strategic reports and recommendations on education and employment outcomes. Monitor the project to make sure it follows the requirements and standards. Facilitate the implementation of the project BEEI through research. Assists senior staff to identify, explore, and develop proposals for potential funding sources. Contributes toward generating opportunities for new work through relationship-building with existing and potential clients. Complete a variety of analytic tasks, including data management and analysis, based on a project plan, recommending deviations from the plan as appropriate. Gather primary data, if relevant for a project, such as developing surveys and conducting focus groups or interviews.

ENQUIRIES: Ms. L Sidiya (Tell: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE

REF NO: DOE06/06/2025

SALARY: R 325 101 – R 382 959 per annum (Level 07)

CENTRE: CHRIS HANI EAST

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES: supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services.

ENQUIRIES: Mr Mnqanqeni 047-5481097 / 99

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

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HUMAN RESOURCE OFFICER: HUMAN RESOURCE PROVISIONING SERVICES

REF NO: DOE07/06/2025

SALARY: R 325 101 – R 382 959 per annum (Level 07)

CENTRE: CHRIS HANI EAST

REQUIREMENTS: An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.

DUTIES: Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager

ENQUIRIES: Mr. Mnqanqeni (Tell: 047-5481097 / 99)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DATA ANALYST: BASIC EDUCATION EMPLOYMENT INITIATIVE (1 YEAR CONTRACT)

REF NO: DOE08/06/2025

SALARY: R 325 101 – R 382 959 per annum (salary level 07), plus 37% in lieu of service benefits

CENTRE: ZWELITSHA

REQUIREMENTS: NQF Level 6 recognised by SAQA. 3 year's relevant experience in the information management field. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Skills: Computer Literacy Skills, Planning and organisation, Language, Good verbal and written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork.

DUTIES: Provide support for implementation of the BEEI. Collect and analyse data on the initiative's impact, including the number of youths employed. Prepare reports and visualizations to communicate findings to stakeholders, policymakers, educators and employers. Ensuring data integrity by removing inaccuracies and duplications. Data Analysis using statistical methods and tools to identify patterns and insights. Reporting by creating detailed reports and dashboards to present findings to stakeholders. Collaboration by working closely with other departments to understand their data needs and provide actionable insights. Facilitate the implementation of the project BEEI. Identify appropriate ways to collect, collate and prepare data. Track the number of youths employed through the initiatives and monitor retention rates. Provide assistance with the evaluation of the effectiveness of skills development programmes and training provided to youth. Communicate effectively with technical and non-technical stakeholders.

ENQUIRIES: Ms. L Sidiya (Tell: 040 608 4200)

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DATA CAPTURER: BASIC EDUCATION EMPLOYMENT INITIATIVE (1 YEAR CONTRACT)

REF NO: DOE09/06/2025 (30 POSITIONS)

SALARY: R 193 359 – R 227 766 per annum (salary level 4), plus 37% in lieu of service benefits

CENTRE: ZWELITSHA

REQUIREMENTS: A grade 12 certificate or equivalent and no experience needed. Knowledge: Departments, Provincial Directives, DPSSA Policies, Circulars and Directives, DBE Circulars and Directives, National and Provincial Circulars and Directives. Skills: Operational Management, Financial Management, Project management Skills, Communications Skills, Negotiations, People Management, Research, Analytical thinking, Computer literacy, Problem solving, Presentation, Conflict resolution, Language Skills, Sound organisational skills, good people skills, Basic written communication skills. Honesty and integrity. Professionalism. Self – driven. Teamwork.

DUTIES: Capture data from available records into the required formats e.g. databases, table, spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES: Ms. L Sidiya (Tel: 040 608 4200)

For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za



MS. L. SIDIYA

ACTING CHIEF DIRECTOR – HRM&D

DATE: 03.07.2027

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