



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **Miss BM Madonsela**. Tel: 040 608 4228. Email: buhle.madonsela@ecdoe.gov.za Website: www.ecdoe.gov.za

**OFFICE-BASED EDUCATOR POSTS VACANT WITHIN
EASTERN CAPE DEPARTMENT OF EDUCATION**

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.

APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED.

APPLICATION INSTRUCTIONS: Applicants should apply using e-Recruitment system which is available on www.ecprov.gov.za. Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. If you have not been contacted within six (6) months 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. New employees who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. 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.

OFFICE-BASED EDUCATOR POSTS VACANT WITHIN EASTERN CAPE DEPARTMENT OF EDUCATION

Employment equity targets of the department will be adhered to. Successful candidates will be required to obtain a top-secret clearance issued by the State Security Agency. The Department of Education will conduct pre-employment screening on short-listed candidates. Candidates will be subjected to a Practical Test to determine their suitability for the post. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

PLEASE 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. 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)

CLOSING DATE: 25 JULY 2025

The system closes at 23:59 on the closing date; To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address, and give details of the issue to: erecruitment@ecdoe.gov.za (NOT CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to erecruitment@ecdoe.gov.za and not as specified, your application will be regarded as lost and will not be considered. with stakeholders on policy and training issues. Manage and coordinate the development and training of School Government Bodies.

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

CES: EDUCATION LANGUAGE POLICY (STATUS PLANNING)**REF NO: DOE-EL01/06/2025****CHIEF DIRECTORATE: CURRICULUM MANAGEMENT****DIRECTORATE: EDUCATION LANGUAGE POLICY.****CENTRE: ZWELITSHA**

SALARY NOTCH: R 1 106 808 - R1 697 244 per annum (MMS Package) OSD 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.

REQUIREMENTS: The incumbent must have experience of 3-5 years in Language in Education Policy Implementation. Must possess a degree in Language Education or must have adequate experience in working in the school management environment implementing Language in Education Policy. Competencies/skills: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language in Education Policy and Practice and the major difference between the two. Sound knowledge of the concepts of semi-lingualism, monolingualism, bilingualism, multilingualism and language acquisition will demonstrate understanding of the science of Language Planning. A post-graduate qualification or studies towards it will be an added advantage.

DUTIES: Ensure the management of the implementation the Language in Education Policy (1997) through national and provincial programs including Mother Tongue-based Bilingual Education (MTbBE). Ensure Status Planning of indigenous languages in the province; facilitate capacitation and training of School Governing Bodies and school communities on School Language Policy (SLP) development and/or SLP reviews to comply with the Language in Education Legislative Framework. Assist school communities to develop SLPs that ensure multilingualism and intervene where language violations occur and offer assistance and guidance. Ensure establishment of infrastructure to enhance Acquisition Planning by ensuring that schools are fully multilingual as enshrined in the Constitution. The reinforcing of government responsibility to ensure that the benefits of service delivery are distributed equally by providing equitable access to services for all our clients irrespective of language in order to enhance their participation and voice in education matters. The management of language use in the department to ensure the functional use of all the official languages of the province, promoting the public image of Government. The encouragement of language learning, specifically tailored to the needs of the Public Service, to improve Public Servant's efficiency and productivity in the workplace and make the benefits of multilingualism visible. The encouragement of vibrant discourse on multilingualism with language role players and stakeholders. The establishment of collaborative partnerships to ensure the successful implementation of the Language in Education Policy (1996). Drive advocacy campaigns of Language Transformation.

ENQUIRIES: Dr. Z Wababa (Tell: 040 608 42870)**e-Recruitment Enquiries, Email:** erecruitment@ecdoe.gov.za**CES: EXAMINATION AND ASSESSMENT****CHIEF DIRECTORATE: CLUSTER****DIRECTORATE: AE DISTRICT OFFICE****CENTRE: ALFRED NZO WEST, REF NO: DOE-EA02/06/2025****AMATHOLE EAST, REF NO: DOE-EA03/06/2025**

SALARY NOTCH: R 1 106 808 - R1 697 244 per annum (MMS Package) OSD 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.

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education. A minimum of nine (9) years' teaching, examinations and assessment management experience. A valid driver's license. Registration with SACE as professional educator. Computer literacy. Sound knowledge of provincial and national policies on the administration and management of assessment processes. Experience and exposure to examinations and assessment environment. Basic exposure to project management, people management and excellent interpersonal skills. Good management and leadership skills. Excellent writing, communication, facilitation and presentation and reporting skills. Efficiency in report writing. Knowledge of the Education Sector will be added advantage.

DUTIES: Manage, co-ordinate and monitor all National and Provincial Examinations and Assessment activities within GET, FET. (School Based Assessment (SBA), District Coordination, Monitoring and handling of Examination Ethics and Security). Manage and monitor the registration of independent schools as examination centers, registration of learners in line with policy, subject changes, quality assurance of promotion schedules etc. Manage the design and co – ordination of all monitoring processes for the smooth running of all examinations and assessment activities. Manage the co-ordination and compliance to the assessment and examinations related policies, regulations and guidelines. Monitor the appointment and training of invigilators, monitors and examination officials in all matters pertaining to management of Assessment and Examinations. Verify the compliance of all facilities storing high security examination material. Co-ordination of accommodation and concessions for learners with Special Education Needs (LSEN). Management and handling of assessment and examination irregularities. Manage and implement the norms and standards for examination and assessment security. Coordinate integrated planning and promote examination ethics by all examination participants.

ENQUIRIES: Mr Mbangeni & Mr Mpupu (Tell: 040 608 4200)

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

CES: CMC HEAD

CHIEF DIRECTORATE: INSTITUTIONS OPERATIONS MANAGEMENT

DIRECTORATE: EDUCATION DISTRICT

SALARY NOTCH: R 1 106 808 - R1 697 244 per annum (MMS Package) OSD 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: ALFRED NZO WEST, REF NO: DOE-CH04/06/2025

CHRIS HANI WEST, REF NO: DOE-CH05/06/2025

OR TAMBO INLAND, REF NO: DOE-CH06/06/2025(03 POSTS)

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes management and governance principles. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license. Sound understanding and knowledge of governance management. Management of Diversity. Understanding

performance management systems. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. A good understanding of Matrix management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyze, and apply current legislation and departmental policies. Supervisory, organizational, and interpersonal skills. Proven written and verbal skills. Strong verbal, written and communication skills. Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook. Knowledge of Education Sector will be added advantage.

DUTIES: Oversee institutional development and support functions of all schools within the districts. Design frameworks for district school interface for EDO's within the CMC. Monitor school functionality. Manage and coordinate operational policies with regards to school governance, HR provisioning needs, physical resource needs and management, financial and curriculum management, and the delivery of LTSM to schools. Work within a matrix management framework with units within the and outside of the district to ensure that schools in the CMC operate maximally. Co-ordinate and manage all activities of Education Development Officers within the CMC. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Develop strategies for operations management within schools. Report any problems from finding to relevant line specialists for further intervention. Monitor the facilitation of education management development services. Develop operational strategies to implement policies and circulars by interpreting and coordinating such policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration within the CMC. Monitor the facilitation of Home Education and Independent Schools and ECD Centres in the CMC. Implement provincial government initiatives and national projects, including research projects. Communicate with stakeholders on policy and training issues. Manage and co-ordinate the development and training of school governing bodies.

ENQUIRIES: Mr. Mbangeni & Mr Mpupu (Tell: 040 608 4200)

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

CES: EDUCATION SOCIAL SUPPORT SERVICES

CHIEF DIRECTORATE: CLUSTER

DIRECTORATE: CHE DISTRICT OFFICE

CENTRE: CHRIS HANI WEST, REF NO: DOE-ES07/06/2025

AMATHOLE EAST, REF NO: DOE-ES08/06/2025

SALARY NOTCH: R 1 106 808 - R1 697 244 per annum (MMS Package) OSD 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.

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification. Registration with SACE as professional educator. Nine 9 years' experience in the educational field in a similar environment. A Valid drivers' license. Sound understanding and knowledge of governance management. Management of Diversity. Knowledge of the constitution as well as other relevant Acts and Policies. A valid driver's license.

DUTIES: Manage all Social Plan Programmes, including scholar transport, rural school development, school nutrition and poverty Alleviation, HIV/AIDS advocacy. Develop strategies for the operations management within schools, report any problems from findings to the relevant line specialist for further intervention. Monitor the facilitation of education management development services. Develop operational policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration. Monitor the facilitation of home education. Implement provincial government initiatives and national projects, communicate with stakeholders on policy and training issues. Manage and coordinate the development and training of School Government Bodies.

ENQUIRIES: Mr. Godlo (Tell: 045 – 858 8900)

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

CES: MATHEMATICS & SCIENCE (SENIOR & FET PHASE)

REF NO: DOE-MS09/06/2025

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

DIRECTORATE: SECONDARY CURRICULUM MANAGEMENT

CENTRE: ZWELITSHA

SALARY NOTCH: R 1 106 808 - R1 697 244 per annum (MMS Package) OSD 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.

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes management and governance principles. Registration with SACE as professional educator. Nine 9 years' experience in the educational field. A Valid drivers' license. Sound understanding and knowledge of governance management. Management of Diversity. Understanding performance management systems. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. A good understanding of Matrix management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyze, and apply current legislation and departmental policies. Supervisory, organizational, and interpersonal skills. Proven written and verbal skills. Strong verbal, written and communication skills. Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook. Knowledge of Education Sector will be added advantage.

DUTIES: Oversee institutional development and support functions of all schools within the districts. Design frameworks for district school interface for EDO's within the CMC. Monitor school functionality. Manage and coordinate operational policies with regards to school governance, HR provisioning needs, physical resource needs and management, financial and curriculum management, and the delivery of LTSM to schools. Work within a matrix management framework with units within the and outside of the district to ensure that schools in the CMC operate maximally. Co-ordinate and manage all activities of Education Development Officers within the CMC. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Develop strategies for operations management within schools. Report any problems from finding to relevant line specialists for further intervention. Monitor the facilitation of education management development services. Develop operational strategies

to implement policies and circulars by interpreting and coordinating such policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration within the CMC. Monitor the facilitation of Home Education and Independent Schools and ECD Centres in the CMC. Implement provincial government initiatives and national projects, including research projects. Communicate with stakeholders on policy and training issues. Manage and co-ordinate the development and training of school governing bodies.

ENQUIRIES: Mr Njomeni (Tell: 040 608 4200)

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

CES: RURAL & EDUCATION OPERATIONS

REF NO: DOE-RE10/06/2025

CHIEF DIRECTORATE: INSTITUTIONAL OPERATIONS MANAGEMENT

DIRECTORATE: SCHOOL LANDSCAPE MANAGEMENT REVALITILISATION

CENTRE: ZWELITSHA

SALARY NOTCH: R 1 106 808 - R1 697 244 per annum (MMS Package) OSD 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.

REQUIREMENTS: A recognised three or four year qualification, which includes professional teacher education qualification and registered with SACE as professional educator and 9 years' experience in the education field; Experience in the educational sector and a post graduate qualification in Human Resource Management will be an added advantage; The incumbent should have the following attributes and skills: Working knowledge of Microsoft Word, Excel, Access and Powerpoint; understanding of the Basic Conditions of Employment Act, Employment of Educators Act, Personnel Administrative Measures and Persal; Exceptional analytical skills and Mathematical skills; Ability to work under pressure; problem solving skills; innovation and ability to learn quickly; Excellent communication (written and verbal), excellent interpersonal skills, ability to initiate and close attention to detail; A driver's license is required since travelling is a requirement of this position. A recognised NQF Level 7 qualification in Education, which includes a professional teacher education qualification. A minimum of 5 years' experience in a middle management position in education. Valid registration with SACE as a professional educator. Hands-on experience and knowledge of school management and governance, teaching and learning, resource provision for schools and learner support programmes. A sound knowledge of policies governing education and schools. Able to manage education transformation. A sound understanding of capacity building processes for principals Ability to work independently as well as in a team. Good communication skills (written & verbal). and teachers. A valid driver's license. Competencies: Ability to Interpret, analyse and apply current legislation and departmental policies pertaining to schools. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook, Monitoring and evaluation, Performance Management, Able to take decisions on the spot or through consultation. Able to analyze and interpret data. Ability to be creative, organized, high on the execution of tasks and results orientated. Able to cope with pressures and setbacks.

DUTIES: Develop teaching models suitable for rural schools. Coordinate infrastructure development and maintenance for rural schools. Monitor the implementation of SASSA section 14 agreements. Adapt education programmes to serve specific needs of rural and deprived learners. Manage education operations. Coordinate the sub-directorate budgeting planning and expenditure processes. Participate in the Directorate and Chief Directorate's strategic planning and accountability processes.

ENQUIRIES: Mr Joseph (040 608 4200)

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

DCES: SOCIAL STUDIES, LANGUAGES & ARTS (SENIOR & FET PHASE)

CHIEF DIRECTORATE: CLUSTER

DIRECTORATE: ANE DISTRICT OFFICE

SALARY NOTCH: R 632 205 – R 1 206 678 PER ANNUM

CENTRE: ALFRED NZO EAST, REF NO: DOE-SL11/06/2025

BUFFALO CITY METRO, REF NO: DOE-SL12/06/2025

REQUIREMENTS: A recognised NQF Level 7 qualification in education, which includes a professional teacher education qualification. A minimum of 5 years' experience in a middle management position working with schools. A valid registration with SACE as a professional educator. Must be Computer Literate. Must have a valid driver's license. Must have good communication, writing and reporting writing skills. Competencies: Hands-on experience and knowledge of school management and governance of schools. A sound knowledge of policies affecting schools and districts. A sound understanding of capacity building processes for principals and circuit managers. Ability to Interpret, analyse and apply current legislation and departmental policies pertaining to schools. Supervisory, organizational and interpersonal skills. Monitoring and Evaluation skills. Able to analyze and interpret data. Able to be creative, organized, high on the execution of tasks and results orientated. Ability to develop tools for evaluation and monitoring. An understanding of the circuit management and district landscape will be advantageous.

DUTIES: Coordinate institutional development by developing and monitoring policies on circuit management and functioning. Support the development of guideline documents and tools to support schools and circuits to implement the functions as required by the relevant policies. Assist with the capacitation Circuit Managers and Districts Directors on the development of Circuit Improvement Plans (CIPs) and District Improvement Plans (DIPs). Monitor the implementation and review progress of the implementation of the CIPs and DIPs through accountability sessions and sample monitoring of Districts. Ensure the implementation of Circular D3 of 2023 for the identification, management and support of underperforming schools. Capacitate districts to meet the requirements determined by the framework on the Fundamentals of Districts. Provide oversight delivery and support for the legislative mandates of parliament and the national government.

ENQUIRIES: Mr. Njomeni (Tell: 040 608 4200)

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

DCES: CIRCUIT MANAGER

CHIEF DIRECTORATE: CLUSTER A & B

DIRECTORATE: EDUCATION DISTRICT

SALARY NOTCH: R 632 205 – R 1 206 678 PER ANNUM

CENTRE: AFRED NZO WEST, REF NO: DOE-CM13/06/2025 (02 POST)

AMATHOLE EAST, REF NO: DOE-CM14/06/2025 (04 POSTS)

BUFFALO CITY MUNICIPALITY, REF NO: DOE-CM15/06/2025 (03 POSTS)

CHRIS HANI WEST, REF NO: DOE-CM16/06 (02 POSTS)

JOE GQABI, REF NO: DOE-CM17/06/2025(01 POST)

OR TAMBO COASTAL (NGQELENI), REF NO: DOE-CM18/06/2025

REQUIREMENTS: A recognized three – four qualification, which includes professional teacher education., which includes a minimum of 8 years' experience in the educational field. Valid Registration with SACE as professional educator. Hands-on experience and knowledge of teacher development and curriculum policy implementation practices. A sound knowledge of the national Curriculum and Assessment Policy Statements and topical curriculum transformation issues. Proven experience of leading and coordinating school's improvement projects. Ability to work independently as well as in a team. Good communication skills (written & verbal). Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook, A valid driver's license. Competencies: Monitoring and evaluation, Performance Management, Decision making and initiating action, adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

DUTIES: Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives; Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes.

ENQUIRIES: Mr Mbangeni & Mr Mpupu (Tell: 040 608 4200)

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

DCES: EDUCATION LANGUAGE POLICY (STATUS PLANNING)

REF NO: DOE-EL19/06/2025

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

DIRECTORATE: EDUCATION LANGUAGE POLICY

CENTRE: ZWELITSHA

SALARY NOTCH: R 632 205 – R 1 206 678 per annum

REQUIREMENTS: The incumbent must have experience of 3 years in Language in Education Policy Implementation. Must possess a 3-year qualification in an indigenous African language (isiXhosa or Sesotho). Must demonstrate Project Management of a Language in Education Policy Implementation Project. Competencies/skills: Sound knowledge of the Language provisions in the Constitution, extensive knowledge of the legislative framework underpinning language use in Education; extensive knowledge of Language in Education Policy and Practice and the major difference between the two. Sound knowledge of the concepts of semilingualism, monolingualism, bilingualism, multilingualism and language acquisition will demonstrate understanding of the science of Language Planning. Must be proficient in isiXhosa and or Sesotho, plus English and or Afrikaans. The incumbent must demonstrate competence to MTbBE pedagogy, translanguaging, translate and version material when required. He/she must quality assure outsourced documents.

DUTIES: Drive the management of the implementation the Language in Education Policy (1997) through national and provincial programs including Mother Tongue-based Bilingual Education (MTBBE). Facilitate Status Planning activities of the indigenous languages in the province; facilitate capacitation and training of School Governing Bodies and school communities on School Language Policy (SLP) development and/or SLP reviews to comply with the Language in Education Legislative Framework. Assist school communities to develop SLPs that ensure multilingualism and intervene where language violations occur and offer assistance and guidance. Establish infrastructure to enhance Acquisition Planning by ensuring that schools are fully multilingual as enshrined in the Constitution. Advocate and reinforce government responsibility to ensure that the benefits of service delivery are distributed equally by providing equitable access to services for all our clients irrespective of language in order to enhance their participation and voice in education matters. Monitor language use in the department to ensure the functional use of all the official languages of the province, promoting the public image of Government. Encourage language learning, specifically tailored to the needs of the Public Service, to improve Public Servant's efficiency and productivity in the workplace and make the benefits of multilingualism visible. Encourage vibrant discourse on multilingualism with language role players and stakeholders. Establish collaborative partnerships to ensure the successful implementation of the Language in Education Policy (1996). Facilitate advocacy campaigns of Language Transformation.

ENQUIRIES: Dr. Z Wababa (Tell: 040 608 4287)

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

DCES: EDUCATION SERVICES OPERATIONS COORDINATION (02 POSTS)

REF NO: DOE-ES20/06/2025

CHIEF DIRECTORATE: DISTRICT COORDINATION AN INSTITUTION ATTAINMENT

DIRECTORATE: OPERATIONS MANAGEMENT AND COORDINATION

CENTRE: CLUSTER A - MTHATHA

SALARY NOTCH: R 632 205 – R 1 206 678 per annum

REQUIREMENTS: A recognised NQF Level 7 qualification in education, which includes a professional teacher education qualification. A minimum of 5 years' experience in a middle management position working with schools. A valid registration with SACE as a professional educator. Must be Computer Literate. Must have a valid driver's license. Must have good communication, writing and report writing skills. Competencies: Ability to Interpret, analyse and apply current legislation and departmental policies pertaining to districts and schools. Supervisory organizational and interpersonal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Must have a general understanding of the functions of circuit management, curriculum and the provision of special programmes in districts. Able to take decisions on the spot or through consultation. Able to analyse and interpret data. Ability to be creative, innovative, organized and high on the execution of tasks and results orientated. Able to cope with pressures and setbacks.

DUTIES: Assist with the overall coordination of education processes in Cluster A. Support the Cluster Chief Director with the collation and quality assurance of the District and Circuit Improvement Plans as well as the Curriculum and ESSS Operational Plans of the six districts. Do an assessment of all the needs of districts to ensure that districts are adequately resourced. Attend all circuit management, curriculum and ESSS meetings facilitated by Head Office when required. Follow-up on all outstanding reports from districts and assist with the coordination and collation of the various reports for the different components. Monitor and support the Audit Performance in each district. Assist with the analysis of learner performance of the districts on a quarterly basis. Assist with the management and support of underperforming schools in the Cluster. Assist the cluster with the planning and management of accountability meetings with Districts. Support the development and quality assurance of the Oversight Visit Reports of the Portfolio Committee Visits to schools. Report to the CES on all Cluster functions and assist with the administrative upkeep of the sub-directorate.

ENQUIRIES: Mr. Mbangeni (Tell: 047 537 0462)

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

DCES: ACCOUNTING & ECONOMICS-FET PHASE

REF NO: DOE-AE21/06/2025

CHIEF DIRECTOR: CURRICULUM MANAGEMENT

DIRECTORATE: SECONDARY CURRICULUM MANAGEMENT

CENTRE: ZWELITSHA

SALARY NOTCH: R 632 205 – R 1 206 678 per annum

REQUIREMENTS: A recognized 3-year qualification (REQV 14), and appropriate training as a teacher. At least 7 years appropriate teaching experience in a GET and/or FET school environment. A minimum of 3 years managerial experience in education at post level 2. Knowledge of policies governing the conduct, administration, and management of assessment and examinations. Knowledgeable about the professional support, communication structures and their functioning within the Department of Education. A valid driver's license. Registration with SACE. Preparedness to undergo vetting processes. Recommendations: Sound knowledge and understanding of the NQF, NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET, FET & ABET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and

Assessment Policy Statements (CAPS) and assessment in GET, FET and ABET. Experience in working in Assessment and Examinations environment. Knowledge of national and provincial Assessment and Examinations prescripts, processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects. Competencies/Skills: Excellent management, leadership, interpersonal and networking skills. Strategic planning and problem-solving skills. Ability to plan, manage, implement, monitor and evaluate projects. Creative, logical and independent thinking. Excellent verbal communication and writing skills, including efficiency in report writing. Ability to take initiative, exercise leadership, display dedication, and a positive attitude. Excellent computer literacy in MS Office Suite and MS Outlook. Work long hours, under pressure, both in a team and as an individual.

DUTIES: Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour Relations Act. Co-ordinate the registration process of Grades 1-12 schools and learners including AET Level 4. Facilitate and liaise with Provincial office on issues of certification. Facilitate the re-registration process of centres by interaction with all stakeholders and adherence to legal procedures. Co-ordinate and facilitate the process of SBA implementation in the district by creating linkages with SBA unit within the Curriculum Directorate. Ensure that the deadlines are met regarding the opening and closing of the examination data system. Establish monitoring teams at all levels and act on all irregularities identified. Co-ordinate the activities for the training of invigilators. Supervise the distribution and collection of question papers, scripts, mark sheets and examination stationery. Ensure the security and the credibility of all assessment and examination materials and activities.

ENQUIRIES: Mr Njomeni (Tell: 040 608 4200)

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

DCES: LEARNING ENRICHMENT

REF NO: DOE-LE22/06/2025

CHIEF DIRECTORATE: LEARNER DEVELOPMENT & SOCIAL SUPPORT SERVICES

DIRECTORATE: SCHOOL HEALTH, SAFETY AND LEARNER ENRICHMENT

CENTRE: ZWELITSHA

SALARY NOTCH: R 632 205 – R 1 206 678 per annum

REQUIREMENTS: A recognized three- or four-year qualification, which includes professional teacher education., which includes a minimum of 8 years' experience in the educational field. Valid Registration with SACE as professional educator. Hands-on experience and knowledge of teacher development and curriculum policy implementation practices. A sound knowledge of the national Curriculum and Assessment Policy Statements and topical curriculum transformation issues. Proven experience of leading and coordinating school's improvement projects. Ability to work independently as well as in a team. Good communication skills (written & verbal). Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook, A valid driver's license. Competencies: Monitoring and evaluation, Performance Management, Decision making and initiating action, adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

DUTIES: Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives; Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes.

ENQUIRIES: Mr. L Zenzile (Tell: 040 608 4200)

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

DCES: SOCIAL SCIENCES FET PHASE

REF NO: DOE-SS23/06/2025

CHIEF DIRECTORATE: CLUSTER

DIRECTORATE: ORTI EDUCATION DISTRICT
CENTRE: OR TAMBO INLAND
SALARY NOTCH: R 632 205 – R 1 206 678 per annum

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. 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. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES: Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilisation of extra LTSM. Ensure effective planning, monitoring, implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc., to ensure effective planning, decision-making, monitoring and implementation of CAPS.

ENQUIRIES: Ms Makrwede (Tell: 047- 5024268)

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

DCES: PRE AND PRIMARY CURRICULUM
REF NO: DOE-EC24/06/2025
CHIEF DIRECTORATE: CLUSTER
DIRECTORATE: SB EDUCATION DISTRICT
SALARY NOTCH: R 632 205 – R 1 206 678 per annum
CENTRE: SARAH BAARTMAN

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. 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. Proven track record of subject knowledge and expertise in the Primary Curriculum Management. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES: Provide provincial leadership for the co-ordination, development and implementation of Life Skills/Life Orientation requirements in the Primary Curriculum Management. Co-ordinate the establishment and maintenance of Subject Committees and Professional Learning Communities (PLCs). Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding Life Skills/Life Orientation. Provide leadership in the development and utilisation of extra LTSM. Establish controls to manage life skills/life orientation project budget, develop operational plans and write reports. Ensure effective planning, monitoring, implementation and support of Life Skills/Life Orientation teachers and subject advisor's training, support courses, on-site support visits, etc., for sound decision-making, monitoring and implementation of CAPS.

ENQUIRIES: Mr De Bruyn (Tell: 049- 8072202)

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

DCES: ASSESSMENT AND EXAMINATION

CHIEF DIRECTORATE: CLUSTER

DIRECTORATE: SB EDUCATION DISTRICT

SALARY NOTCH: R 632 205 – R 1 206 678 per annum

CENTRE: SARAH BAARTMAN, REF NO: DOE-AE25/06/2025

AMATHOLE EAST, REF NO: DOE-AE26/06/2025

CHRIS HANI WEST, REF NO: DOE-AE27/06/2025

REQUIREMENTS: A recognized 3-year qualification (REQV 14), and appropriate training as a teacher. At least 7 years appropriate teaching experience in a GET and/or FET school environment. A minimum of 3 years managerial experience in education at post level 2. Knowledge of policies governing the conduct, administration, and management of assessment and examinations. Knowledgeable about the professional support, communication structures and their functioning within the Department of Education. A valid driver's license. Registration with SACE. Preparedness to undergo vetting processes. Recommendations: Sound knowledge and understanding of the NQF, NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET, FET & ABET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in GET, FET and ABET. Experience in working in Assessment and Examinations environment. Knowledge of national and provincial Assessment and Examinations prescripts, processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects. Competencies/Skills: Excellent management, leadership, interpersonal and networking skills. Strategic planning and problem-solving skills. Ability to plan, manage, implement, monitor and evaluate projects. Creative, logical and independent thinking. Excellent verbal communication and writing skills, including efficiency in report writing. Ability to take initiative, exercise leadership, display dedication, and a positive attitude. Excellent computer literacy in MS Office Suite and MS Outlook. Work long hours, under pressure, both in a team and as an individual.

DUTIES: Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and coordinate with the province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district. Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by National and Provincial Assessment Circulars and UMALUSI. This includes ensuring the implementation of the security norms and standards for examinations within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour Relations Act. Co-ordinate the registration process of Grades 1-12 schools and learners including AET Level 4. Facilitate and liaise with Provincial office on issues of certification. Facilitate the re-registration process of centres by interaction with all stakeholders and adherence to legal procedures. Co-ordinate and facilitate the process of SBA implementation in the district by creating linkages with SBA unit within the Curriculum Directorate. Ensure that the deadlines are met regarding the opening and closing of the examination data system. Establish monitoring teams at all levels and act on all irregularities identified. Co-ordinate the activities for the training of invigilators. Supervise the distribution and collection of question papers, scripts, mark sheets and examination stationery. Ensure the security and the credibility of all assessment and examination materials and activities.

ENQUIRIES: Mr De Bruyn (Tell: 049- 8072202)

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

DCES: PRE-PRIMARY CURRICULUM

REF NO: DOE-DP27/06/2025

CHIEF DIRECTORATE: CLUSTER

DIRECTORATE: NMBD EDUCATION DISTRICT

SALARY NOTCH: R 632 205 – R 1 206 678 PER ANNUM

CENTRE: NELSON MANDELA BAY DISTRICT

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. 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. Proven track record of subject knowledge and expertise in the Primary Curriculum Management. Good management and

leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES: Provide provincial leadership for the co-ordination, development and implementation of Life Skills/Life Orientation requirements in the Primary Curriculum Management. Co-ordinate the establishment and maintenance of Subject Committees and Professional Learning Communities (PLCs). Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding Life Skills/Life Orientation. Provide leadership in the development and utilisation of extra LTSM. Establish controls to manage life skills/life orientation project budget, develop operational plans and write reports. Ensure effective planning, monitoring, implementation and support of Life Skills/Life Orientation teachers and subject advisor's training, support courses, on-site support visits, etc., for sound decision-making, monitoring and implementation of CAPS.

ENQUIRIES: Mr Gorgonzola (Tell: 041- 403 4402)

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

DCES: EMIS, GOVERNANCE AND SPECIAL PROGRAMMES

REF NO: DOE-DP28/06/2025

CHIEF DIRECTORATE: CLUSTER

DIRECTORATE: OR TAMBO COASTAL EDUCATION DISTRICT

SALARY NOTCH: R 632 205 – R 1 206 678 PER ANNUM

CENTRE: OR TAMBO COASTAL DISTRICT

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification with a major in the subject/ subject field applying for. Registration with SACE as professional educator. 8 years' experience in the educational field. Relevant managerial experience in the subject will be advantageous. Computer literacy (MS Office Suite and MS Outlook) and valid driver's license. Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. 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. Proven track record of subject knowledge and expertise in the Primary Curriculum Management. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

DUTIES: Supervise EMIS in the District. Supervise and coordinate the implementation of Youth and Special Programmes in the District. Coordinate Governance, Resourcing and Rationalisation of schools. Supervise the coordination of stakeholders, Learner teacher support material and SGB programmes in the District. Developing and maintaining an operational Data Warehouse. Provision and monitor the implementation of the Data Driven Districts (DDD) initiative. Monitor the quality data received by schools and assist with the development and implementation of strategies to improve data quality. Implement communication strategy to inform schools of the submitted data quality. Develop and maintain business processes to improve data submissions from schools. Train school principals and educators on electronic school management and reporting systems

SES: EMIS, GOVERNANCE AND SPECIAL PROGRAMMES (02)**CHIEF DIRECTORATE: CLUSTER A & B****DIRECTORATE: EDUCATION DISTRICT****SALARY NOTCH: R 514 563 – R 1 138 056 Per annum****CENTRE: ALFRED NZO EAST, REF NO: DOE-EY29/06/2025****NELSON MANDELA BAY, REF NO: DOE-EY30/06/2025**

REQUIREMENTS: A recognized three or four-year qualification (RVQ 14), which includes professional teacher education. Minimum of 7 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Valid driver's license. An in-depth understanding of educational policies and other legislation impacting on the education sector. Good written and verbal communication skills. Experience of the following is required; Knowledge and practical experience of school administration systems, specifically SASAMS. Data analysis, Data integration, Data security, Data warehousing, SQL Servicer 2016, MS Access, MS Excel, MS Server, SASAMS technical support. PFMA, and other relevant legislation applicable in the education sector. Valid driver's license.

DUTIES: Coordinate EMIS in the District. Coordinate the implementation of Youth and Special Programmes in the District. Coordinate Governance, Resourcing and Rationalisation of schools. Coordination of stakeholders, Learner teacher support material and SGB programmes in the District. Developing and maintaining an operational Data Warehouse. Provision and monitor the implementation of the Data Driven Districts (DDD) initiative. Monitor the quality data received by schools and assist with the development and implementation of strategies to improve data quality. Implement communication strategy to inform schools of the submitted data quality. Develop and maintain business processes to improve data submissions from schools. Train school principals and educators on electronic school management and reporting systems

ENQUIRIES: Mrs Khuzwayo (Tell: 039 – 251 0975) & Mr Gorgonzola (Tell: 041- 403 4402)
e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

SES: LEARNING ENRICHMENT (02 POSTS)**REF NO: DOE-LE31/06/2025****CHIEF DIRECTORATE: LEARNER DEVELOPMENT AND SOCIAL SUPPORT SERVICES****DIRECTORATE: SCHOOL HEALTH, SAFETY AND LEARNER ENRICHMENT****CENTRE: ZWELITSHA****SALARY NOTCH: R 514 563 – R 1 138 056 Per annum**

REQUIREMENTS: A recognized three or four-year qualification (RVQ 14), which includes professional teacher education. Minimum of 7 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Valid driver's license. An in-depth understanding of educational policies and other legislation impacting on the education sector. Good written and verbal communication skills. 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: Develop and maintain norms and standards for the provisioning of innovative library services to school. Develop, maintain and facilitate the implementation of co-curricular programmes to address the holistic development needs of learners (school sports, music, performing arts, leadership. Olympiads, exposures) in partnership with relevant agencies and sponsors. Development, maintain and facilitate the implementation of career guidance programmes.

ENQUIRIES: Mr. LB Zenzile (Tell: 040 608 4200)

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

SES: CURRICULUM SERVICES IN THE FET & GET (See relevant Subject vacancies in the table that follows) (34 POSTS)

CHIEF DIRECTORATE: CLUSTER A & B

DIRECTORATE: CURRICULUM SERVICES

SALARY NOTCH: R 514 563 – R 1 138 056 Per annum

SUBJECT	DISTRICT/ CENTRE	REFERENCE NO.
BUSINESS STUDIES	ALFRED NZO WEST	DOE-CS32/06/2025
LANGUAGES-FOUNDATION	ALFRED NZO WEST	DOE-CS33/06/2025
EXAMINATION AND ASSESSMENT	AMATHOLE EAST	DOE-CS34/06/2025
ISIXHOSA-FET	AMATHOLE EAST	DOE-CS35/06/2025
LIFE SKILLS-INTERMEDIATE PHASE	AMATHOLE EAST	DOE-CS36/06/2025
NATURAL SCIENCE AND TECHNOLOGY	AMATHOLE EAST	DOE-CS37/06/2025
SERVICE SUBJECT	AMATHOLE EAST	DOE-CS38/06/2025
NATURAL SCIENCE - GET	AMATHOLE WEST	DOE-CS39/06/2025
TECHNICAL SUBJECTS – FET	AMATHOLE WEST	DOE-CS40/06/2025
AFRIKAANS & ARTS – SENIOR & FET	BUFFALO CITY MUNICIPALITY	DOE-CS41/06/2025
MATHEMATICS LITERACY	CHRIS HANI EAST	DOE-CS42/06/2025
BUSINESS STUDIES	CHRIS HANI EAST	DOE-CS43/06/2025
MATHEMATICS-FOUNDATION	CHRIS HANI WEST	DOE-CS44/06/2025
LANGUAGES-FOUNDATION	CHRIS HANI WEST	DOE-CS45/06/2025
LANGUAGES-INTERMEDIATE	CHRIS HANI WEST	DOE-CS46/06/2025
MATHEMATICS-INTERMEDIATE	CHRIS HANI WEST	DOE-CS47/06/2025
LANGUAGES-SENIOR PHASE	CHRIS HANI WEST	DOE-CS48/06/2025
SOCIAL SCIENCES-SENIOR PHASE	CHRIS HANI WEST	DOE-CS49/06/2025
MATHEMATICS-GRADE 4-7	JOE GQABI	DOE-CS50/06/2025
EMS-GRADE 7-9	JOE GQABI	DOE-CS51/06/2025
LEARNER SUPPORT SPECIALIST FOR LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES	JOE GQABI	DOE-CS52/06/2025
MATHEMATICS-FOUNDATION	NELSON MANDELA BAY	DOE-CS53/06/2025
AFRIKAANS LANGUAGE –	NELSON MANDELA	DOE-CS54/06/2025

INTERMEDIATE & SENIOR PHASE)	BAY	
LIFE SCIENCES - FET	OR TAMBO COASTAL	DOE-CS55/06/2025
NATURAL SCIENCE / TECHNOLOGY GRADE 8 - 9	OR TAMBO COASTAL	DOE-CS56/06/2025
ACCOUNTING-FET	OR TAMBO INLAND	DOE-CS57/06/2025
MATHEMATICS-FET	OR TAMBO INLAND	DOE-CS58/06/2025
PHYSICAL SCIENCE	OR TAMBO INLAND	DOE-CS59/06/2025
MATHS-INTERMEDIATE PHASE	SARAH BAARTMAN	DOE-CS60/06/2025
SOCIAL SCIENCES	SARAH BAARTMAN	DOE-CS61/06/2025
MATHS LITERACY	CHRIS HANI EAST	DOE-CS62/06/2025
BUSINESS STUDIES & ECONOMICS	CHRIS HANI EAST	DOE-CS63/06/2025
NATURAL SCIENCE & TECHNOLOGY: GET	OR TAMBO COASTAL	DOE-CS64/06/2025
LIFE SCIENCES (FET)	OR TAMBO COASTAL	DOE-CS65/06/2025

REQUIREMENTS: A recognised three or four-year qualification, which includes professional teacher education. Registration with SACE as Professional educator. 5 years' experience in the educational field. Majoring in the Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous. A valid Code 08 driver's license. Competencies/skills. Experience in research of education policies. Sound understanding of Management. Principles. Sound knowledge and understanding of the NCS, CAPS and Assessment Policies. A thorough understanding of the principles and teaching methodologies in the subject applied for. 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: Knowledge and understanding in the teaching of the subject that is being applied for. Cross-field knowledge and experience in research, teacher training and materials development in the subject. Experience in networking with relevant stakeholders in the field of the subject applied for. Knowledge and understanding of all major relevant education legislation and policies. A commitment to participative management. The ability to communicate with ease at all levels. Project Management skills. Knowledge and understanding of the unpacking and facilitation of the curriculum, development of teaching materials such as Year Plans, Lessons Plans, Learner Workbooks where relevant to the subject., identifying the relevant LTSM to be used in the subject. Ability to train teachers. Understanding of planning and report writing. Be able to structure and facilitate constructive relationships with various teacher and curriculum development providers in the community, private, government and non- government sectors. Ensure the establishment and sustenance of appropriate structures, mechanisms, processes, and procedure to facilitate the development and implementation of the subject in the phase. Be able to effectively sustain a high level of performance.

ENQUIRIES: Mr Njomeni (040 608 4200)

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

The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday-Thursday and 08:00-16:00 on Fri) **APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO**

FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED. For any technical assistance emails could be sent to erecruitment@ecdoe.gov.za

APPLICATION INSTRUCTIONS:

Applicants should apply using e-Recruitment system which is available on www.ecprov.gov.za.

Applicants applied via the system must ensure that a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable] be uploaded and available on the system. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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. If you have not been contacted within six (6) months 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). New employees who are appointment for the first time in Public Service will be appointed on a probation period of twelve (12) months. 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. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results.

PLEASE 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. 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)



MISS BM MADONSELA

DIRECTOR: HUMAN RESOURCE ADMINISTRATION

DATE: 14.07.2025