

Placement Date 15 March 2023  
Closing Date: 28 March 2023

## **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.*

**CLOSING DATE: 28 March 2023. 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 Friday)**

**APPLICANTS: APPLICANTS ARE ENCOURAGED TO USE E-RECRUITMENT SYSTEM WHICH IS AVAILABLE ON [WWW.ECPROV.GOV.ZA](http://WWW.ECPROV.GOV.ZA). APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED. NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED/ACCEPTED DUE TO COVID 19.**

### **APPLICATION INSTRUCTIONS:**

Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>. Please note that copies submitted need not to 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. Successful candidates 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. 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.



# PROVINCE OF THE EASTERN CAPE

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## POSTS

### **PROJECT OFFICER (CONTRACT) (4 POSTS)**

**(Period: 1 April 2023 to 31 March 2024)**

*Salary Notch: R 393 711 per annum (Level 9)*

Programme: HIV/AIDS Life Skills Conditional Grant

Centre: Provincial Office – Zwelitsha

Ref: ECDOE PO03/03/2021

**REQUIREMENTS:** A NQF 7 qualification in Project Management/or related field and at least 3 year's relevant experience in Project Management field. The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license.

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

**Enquiries: Ms NP Sipahlanga 040 608 4245**

**Signed off by**

  
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**ACTING CD: HRM&D**  
**MR. Q LUTHULI**

15 March 2023

**DATE**

