



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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ERRATUM NOTICE

The EC Department of Education would like to amend the following positions that were advertised on the Departmental website, Departmental Advert 03 of 2025, published on 28 March 2025.

1. Withdrawal of the following position as it was erroneously advertised

FARM MANAGER

SALARY NOTCH: R 308 154 – R 362 994 per annum (Salary level 07)

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Phandulwazi Agricultural School	Amathole West	01	DOE-FM01/03/2025

REQUIREMENTS: A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license.

DUTIES: Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

2. Withdrawal and replacement of the following position

SCHOOL ADMINISTRATION CLERK

SALARY NOTCH: R 216 417 - R 254 928 per annum (Salary level 05)

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Rochdale PS	Alfred Nzo West	01	DOE-SC06/03/2025

REQUIREMENTS: The ideal candidate must be in possession of Grade 12 or equivalent qualification. An exposure within admin/ corporate services environment will serve as an added advantage. **SKILLS:** Good customer service. Proven client focus and orientation experience. Sound interpersonal skills. Honesty and integrity. Basic Computer literacy and Numeracy. Good written and verbal communication skills. Preference will be given to candidates from the local area where the position is based.

DUTIES: Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture learners and educator data on SASSAMS. Provide general administration duties.

The school is replaced as following

SCHOOL ADMINISTRATION CLERK

SALARY NOTCH: R 216 417 - R 254 928 per annum (Salary level 05)

CENTRE	DISTRICT	NO. OF POSTS	REFERENCE NO.
Lumeka PS	Alfred Nzo West	01	DOE-SC06/03/2025

CLOSING DATE: 25 APRIL 2025

NB: PLEASE NOTE THAT FIRST PREFERENCE WILL BE GIVEN TO FORMER LEARNERS OF SPECIAL SCHOOLS WITH THEIR SCHOOL LEAVING QUALIFICATIONS.


DIRECTION TO APPLICANTS: Applications are to be hand delivered to relevant district offices as tabulated below, stating the relevant reference number to the school as indicated; applications must be submitted on a new Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a

recently updated, comprehensive CV including at least three contactable referees, as well as copies of all qualification(s) and ID-document and Driver's license [where applicable]:

Alfred Nzo East District Director Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800	Alfred Nzo West District Director Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	Amathole East District Director Tel: 047-4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960
Amathole West District Director Tel: 046- 6451179 Address: P/B X 2041 Fort Beaufort 5720	Buffalo City Metro: District Director Tel: 043-7086229 Address: P/B X 9007 E.L 5200	Chris Hani East District Director Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050
Chris Hani West District Director Tel: 045 – 8588900 Address: P/B X 7053 Queenstown 5320	Joe Gqabi District Director Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762	Nelson Mandela Bay District Director Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056
OR Tambo Inland District Director Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100	OR Tambo Coastal District Director Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820	Sarah Baartman District Director Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280

The inconvenience that has been caused is highly regrettable.

Yours in Quality Education


MS. BM MADONSELA
DIRECTOR: HRA

16/04/2025
DATE