



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. 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. 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: 29 SEPTEMBER 2023

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: sanet.nieuwenhuys@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 sanet.nieuwenhuys@ecdoe.gov.za and not as specified, your application will be regarded as lost and will not be considered.



OTHER POSTS

CHIEF EDUCATION SPECIALIST; CURRICULUM MANAGEMENT

Centre: Curriculum Management

Salary Notch: R1 002 012 – 1 536 543 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.

DISTRICT	REFERENCE NO
Amathole East (1 post)	CESCM01/09/2023
Alfred Nzo East (1 post)	CESCM02/09/2023
Amathole West (1 post)	CESCM03/09/2023
Alfred Nzo West (1 post)	CESCM04/09/2023
Joe Gqabi (1 post)	CESCM05/09/2023

REQUIREMENTS: A recognized RVQ 13 qualification which must include professional teacher education. A minimum of 9 years teaching experience. A valid drivers' license. Registration with SACE. Be computer literate. General knowledge, understanding and experience of curriculum implementation in the FET and GET Bands, E-Learning, Library Services, Early Childhood Education and Teacher Development. A thorough understanding of the background, principles and methodologies underpinning the NCS and the CAPS. Sound knowledge of teaching, learning and assessment processes in classrooms. Knowledge of key policies such as the Language in Education Policy (LiEP), Assessment Policies, White Paper 6, White Paper 7 and White Paper 5. An understanding of transformational issues in education. An understanding of strategic planning, problem solving and project management. Must have strong written, communication and report writing skills. Must have experience in materials development, and the training of teachers.

KEY RESULT AREAS: Ensure that the following tasks are implemented in all Public Ordinary and Special Schools: Implementation of the curriculum in all schools. Development and moderation of quality School-Based Assessments in schools. Training and Development of Teachers. Scheduling of school support visits by Subject Advisors and writing of reports. Analyse learner performance on a quarterly basis and develop intervention programmes for all grades. Support schools with the development of Subject Improvement Plans. Monitor the delivery of resource materials (LTSM) to schools. Use the Data Driven District System and SASAMS to access data of schools. Coordinate, manage and implement ICT Integration into the curriculum. Manage the implementation of all ECD related programmes. Support schools with the implementation of Libraries. Liaise with Head Office for the seamless delivery of the curriculum to schools. Implement the delivery of Extra Tuition Programmes in schools. Participate in the strategic planning and accountability sessions of Head Office and the District. Report to the Director on a regular basis on the activities of the sub-directorate. Manage the performance of staff within the sub-directorate. Implement capacity-building programmes where necessary. Manage the finances of the sub-directorate.
Enquiries: Ms G Koopman (Tel No: 040 608 4200)

CHIEF EDUCATION SPECIALIST (CES) : INSTITUTIONAL MANAGEMENT GOVERNANCE AND SUPPORT (CMC AND CIRCUIT)

Centre: Curriculum Management

Salary Notch: R1 002 012 – 1 536 543 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.

DISTRICT	REFERENCE NO
Amathole East (1 post)	CESIMG06/09/2023
Buffalo City Metro (1 post)	CESIMG07/09/2023
OR Tambo Inland (1 post)	CESIMG08/09/2023
Alfred Nzo West (1 post)	CESIMG09/09/2023

REQUIREMENTS: A recognized RVQ 13 qualifications, which include 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.

DUTIES: Oversee institutional development and support functions of all CMCS and Circuits within the districts. Manage and coordinate the functionality of all CMCs and Circuits. Design frameworks for CMC Manager and EDO interface as well as EDO and school interface within the district. Plan with CMC Managers for the effective implementation of operational policies in respect of school governance, HR Provisioning needs and physical resource needs, financial management in schools and delivery of LTSM to schools for each new school year. Work within a matrix management framework with other units inside and outside of the districts to achieve the objectives of the CMCs and Circuits. Work with the CMC Managers to ensure that Education Development Officers operate efficiently in Circuits and schools. Monitor the work performed in CMCs and Circuits including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Develop strategies for CMCS and Circuits to perform optimally. Report on progress and challenges to the Director and assist the Director to find solutions to CMCs and Circuits that are underperforming. Provide training and development through relevant specialists to CMC Managers and EDOs that are having challenges in their respective areas of work. Monitor the facilitation of education management development services. Develop operational strategies to implement policies and circulars by interpreting and coordinating such policies for CMC Managers and EDOs. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration. Support CMC Managers and Circuit Managers with the communication with stakeholders on policy matters. Assist CMC Managers and Circuit Managers with the training and development of school governing bodies.
Enquiries: Ms G Koopman (Tel No: 040 608 4200)

DCES: CIRCUIT MANAGEMENT (40 posts)

Salary Notch: R 572 346 per annum (OSD)

DISTRICT	REFERENCE NO
<i>Amathole East- (3 posts)</i>	<i>DCESAE 10/09/2023</i>
<i>Alfred Nzo East (2 post)</i>	<i>DCESANE 11/09/2023</i>
<i>Alfred Nzo West (4 posts)</i>	<i>DCESANW 12/09/2023</i>
<i>Amathole West (3 post)</i>	<i>DCESAW 13/09/2023</i>
<i>Buffalo City Metro (2 posts)</i>	<i>DCESBCM 14/09/2023</i>
<i>Chris Hani East (6 posts)</i>	<i>DCESCHE 15/09/2023</i>
<i>Chris Hani West (4 posts)</i>	<i>DCESCHW 16/09/2023</i>
<i>Joe Gqabi (5 posts)</i>	<i>DCESJG 17/09/2023</i>
<i>Nelson Mandela Bay Metro (2 posts)</i>	<i>DCESNMB 18/09/2023</i>
<i>OR Tambo Coastal (4 posts)</i>	<i>DCESORTC 19/09/2023</i>
<i>OR Tambo Inland (2 posts)</i>	<i>DCESORTI 20/09/2023</i>
<i>Sarah Baartman (3 posts)</i>	<i>DCESSB 21/09/2023</i>

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 Mtyida (040 608 4200)

DCES: EEA EMPLOYEE RELATIONS

Salary Notch: R 572 346 per annum (OSD) Ref. DCESER 22/09/2023 Location: OR Tambo Inland (1 post)

REQUIREMENTS: A recognized four-year qualification (REQV 14) which must include appropriate training as an educator. Labour Law or equivalent qualification. Seven years teaching experience. A valid driving license. Registration with SACE. Knowledge: Constitution of the RSA. Labour Relations Act. Basic Conditions of Employment Act. Employment of Educators Act. PAM Document. South African Schools Act. Employment of Equity Act. Public Service Regulations. Interpretation of legislation/policies. Policy/guidelines formulation. Public Finance Management Act. Grievance and dispute resolution procedures for employees. Skills Development Act.

DUTIES: Process all grievances and complaints received from educators in the district. Process and finalizing all disputes of educators in the district. Co-ordinate and provide support in terms of representing District in all disputes. Manage the information and records of all activities in the Employment Relations. Provide specialist Labour Relations expertise and skills. Ensure procedural and substantive compliance in the management of grievance processes. Accurately update grievances and dispute processes on the case management system. Competently represent the department at external dispute resolution forums involving designated high profile and complex matters. Enquiries: Mr Mnguni (040 608-4200)

DCES: EXAMINATION AND ASSESSMENT POLICY CO-ORDINATION & MONITORING SERVICES

Directorate: Examinations and Assessment Management Services

Salary Notch: R 572 346 per annum (OSD)

Ref. DCESEXAM 23/09/2023

Location: Head Office – Zwelitsha (1 post)

REQUIREMENTS: A recognized three- or four-year qualification, which includes professional teacher education. Five years' experience in the educational field. Sound knowledge of provincial and national policies on the administration and management of assessment processes. Experience and exposure to examinations and assessment environment. A valid driver's license. Registration with SACE as professional educator. Computer literacy. Leadership and management skills. Excellent writing and communication skills. Efficiency in report-writing and reporting skills are highly recommended. Ability to organize and manage projects. Strategic planning, budgeting and problem-solving skills. Sound Human Relations and Interpersonal skills. Problem-solving and analysis skills. Good interpersonal relations. Capacity to work productively under pressure. Facilitation and training skills. Investigative and Presiding skills are required.

DUTIES: Plan, manage, coordinate and monitor the implementation of all School-Based Assessments Policy and conduct and administration of the national and provincial examinations and assessment activities within GET and FET band. Coordinate and manage the invigilation process in all education districts. Design and coordinate all monitoring processes for the credible conduct, management and administration of all examinations and assessment. Co-ordinate and monitor 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. Monitor the administration of assessment and examinations processes. Coordination of examination processes and SBA verification.

Enquiries: Mr EM Mabona (040 608-4202)

DCES: LEARNER ASSESSMENT AND EXAMINATIONS MANAGEMENT

Directorate: Assessment And Examinations

Salary Notch: R 572 346 per annum (OSD) Ref: DCESEXAM 24/09/2023 Location: Nelson Mandela Bay (1 post)

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 EM Mabona (040 602-4002)

DCES: INCLUSIVE EDUCATION

Directorate: ESSS

Salary Notch: R 572 346 per annum (OSD) Ref. DCESIE 25/09/2023 Location: Buffalo City Metro (1 post)

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. Proven hands-on experience and knowledge of Inclusive Education Policy Framework and implementation practices. Sound knowledge of the National Inclusive Education Policy Statements. 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. A sound understanding of inclusive education 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: To coordinate, assess and report on the implementation of inclusive education policies and programmes in schools. Coordinate the implementation of the Inclusive Education Policy Framework ins schools across the curriculum. Monitor, evaluate and report on the implementation of IE policy imperatives for Specials and Full-Service Schools. Coordinate processes to ensure the provisioning of counselling and related professional services to learners with special needs. Provide and coordinate the provisioning of educational and other professional support services to learners. Enquiries: Mr Mabece (043-70862/7600542)



DCES: EMIS, GOVERNANCE AND SPECIAL PROGRAMMES

Directorate: Curriculum Management and Development

Salary Notch: R 572 346 per annum (OSD)

DISTRICT	REFERENCE NO
Amathole West (1 post)	DCESAW 26/09/2023
Nelson Mandela Bay (1 post)	DCESNMB 27/09/2023
Alfred Nzo East (1 post)	DCESANE 28/09/2023

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. 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 Server 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: Mr. Ndzube (040 608 4200)

SES: CURRICULUM MANAGEMENT IN THE FET & GET (See relevant Subject Advisory vacancies in the table that follows) (36 posts)

Directorate: Curriculum Management

Salary Notch: R465 843 per annum (OSD)

SUBJECT VACANCY	DISTRICT	REFERENCE NO
LIFE SCIENCES FET	BUFFALO CITY METRO	SESLS 29/09/2023
	SARAH BAARTMAN	SESSL 30/09/2023
	AMATHOLE EAST	SESL 31/09/2023
MATHEMATICS FET	AMATHOLE EAST	SESM 32/09/2023
	OR TAMBO COASTAL	SESM 33/09/2023
NATURAL SCIENCE & TECHNOLOGY GET	ALFRED NZO EAST	SESNC 34/09/2023
TECHNOLOGY FET	AMATHOLE EAST	SEST 35/09/2023
	ALFRED NZO EAST	SEST 36/09/2023
MATHS LITERACY FET	ALFRED NZO EAST	SESML 37/09/2023
	AMATHOLE WEST	SESML 38/09/2023
	JOE GQABI	SESML 39/09/2023
SERVICES SUBJECTS	SARAH BAARTMAN	SESLML 40/09/2023
LANGUAGES FET	CHRIS HANI EAST	SESL 41/09/2023
MATHEMATICS AND TECHNICAL MATHS	CHRIS HANI WEST	SESM&TM 42/09/2023
MATHEMATICS AND TECHNOLOGY GET	CHRIS HANI EAST	SESM&T 43/09/2023
BUSINESS STUDIES	BUFFALO CITY METRO	SESBS 44/09/2023
AGRICULTURAL SCIENCES & AMP	CHRIS HANI WEST	SESAS 45/09/2023
ECONOMICS	CHRIS HANI WEST	SESE 46/09/2023
	AMATHOLE EAST	SESE 47/09/2023
PHYSICAL SCIENCES	JOE GQABI	SESPS 48/09/2023



GEOGRAPHY FET	JOE GQABI	SESG 49/09/2023
	NELSON MANDELA BAY	SESG 50/09/2023
CIRCUIT MANAGEMENT	JOE GQABI	SESCM 51/09/2023
ENGLISH FET	AMATHOLE WEST	SESENG 52/09/2023
	OR TAMBO COASTAL	SESENG 53/09/2023
GET PHASE	OR TAMBO COASTAL	SESGET 54/09/2023
ISIXHOSA FET	AMATHOLE EAST	SESISI 55/09/2023
	OR TAMBO COASTAL	SESISI 56/09/2023
	OR TAMBO INLAND	SESISI 57/09/2023
LO FET	BUFFALO CITY METRO	SESLO 58/09/2023
TECHNICAL SUBJECTS FET	CHRIS HANI EAST	SESTS1 59/09/2023
EMS SENIOR PHASE	NELSON MANDELA BAY	SESEMS 60/09/2023
MATHEMATICS INTERSEN GET	OR TAMBO INLAND	SESMI 61/09/2023
NATURAL SCIENCE SENIOR PHASE	NELSON MANDELA BAY	SESN CSP 62/09/2023
CONSUMER STUDIES & TOURISM FET	OR TAMBO INLAND	SESCS 63/09/2023
EDUCATION RESOURCE MANAGEMENT	NELSON MANDELA BAY	SESERM 64/09/2023
ENGLISH H/L FET	SARAH BAARTMAN	SESEHL 65/09/2023
QMS	AMATHOLE WEST	SESQMS 65/09/2023

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.

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 Vukile.tokwe@ecdoe.gov.za / anele.rululu@ecdoe.gov.za / sanet.nieuwenhuys@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). 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.

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)

A/CD: HRM&D
MR Q LUTHULI

DATE