

	Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act. Public Service Act. Valid driver's license is required (NB this does not apply to persons with disabilities).
<u>DUTIES</u>	: Provide inputs for development of Policy and Guidelines. Ensure lobbying and networking for designated groups. Coordination and provision of reports on performance of regional programmes on SPU targets. Conduct Education and Awareness on departmental programmes. Supervise administrative and related functions.
<u>ENQUIRIES</u>	: Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	: Employment Equity target Sarah Baartman: Coloured Female/PWD Employment Equity target O.R. Tambo: African Female/PWD Employment Equity target Joe Gqabi: African Female/PWD
<u>POST 45/237</u>	: <u>ASSISTANT DIRECTOR: ADMINISTRATION REF. DEDEAT/2024/11/17</u> (Re-advertisement)
<u>SALARY</u>	: R444 036 - R532 602 per annum (Level 9)
<u>CENTRE</u>	: Sarah Baartman
<u>REQUIREMENTS</u>	: National Senior Certificate, National Diploma (NQF Level 6) or B degree/ Advanced Diploma (NQF Level 7) in HRM/ Public Administration/ Management Sciences or any equivalent relevant qualification. 3 years relevant experience at supervisory level or at salary level 7/8. The following skills, knowledge and attributes are required: Creative Thinking, Citizen Service Orientation Definition, Decision Making, Diversity Citizenship, Organizational Communication Effectiveness, Problem Analysis, Self- Management, Team Membership, Technical Proficiency, Computer literacy, Time Management, Planning and Organizing. Public Finance Management Act, Public Service Act. A valid driver's license required.
<u>DUTIES</u>	: Provide inputs and implement policies and guidelines in relation to support services. Ensure coordination and management of Human Resource functions in the region. Responsible for sound financial administration in the region. Responsible for effective and efficient implementation, monitoring, and control of administration management services (Supply Chain and Auxiliary Support). Management, coordination and monitoring of support services. Perform and manage administrative functions.
<u>ENQUIRIES</u>	: Mr. O. Desi at Tel No: 078 026 7383 / Mr. P. Makhele at 0788015909 For e-Recruitment Enquiries: olwethu.desi@dedea.gov.za
<u>NOTE</u>	: Employment Equity target: Coloured Male/PWD

DEPARTMENT OF EDUCATION

<u>APPLICANTS</u>	: Applications must be submitted ONLY via the e-Recruitment System, available at: https://erecruitment.ecotp.gov.za/ and/or at: www.ecprov.gov.za (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to erecruitment@ecdoe.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecdoe.gov.za and not as specified, your application will be regarded as lost and will not be considered.
<u>CLOSING DATE</u>	: 23 December 2024. No Late/ No Faxed/ No e-Mailed/ No Posted/ No Hand-delivered applications will be accepted.
<u>NOTE</u>	: Applications must be submitted on a duly complete Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents , e-Recruitment System automatically generates Z83 immediately you apply. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, the system Z83 does not reflect work experience, and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to

submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) 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. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. The Department reserves the right to amend/ review/ withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. e-Recruitment Enquiries: erecruitment@ecd.gov.za

OTHER POSTS

<u>POST 45/238</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION (2 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Alfred Nzo Westref: DoE-DD01/11/2024 Chris Hani West Ref: DoE-DD02/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised (3-year) undergraduate NQF level 6 / 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Management of day-to-day functions of human resource administration and provisioning. Management of resources planning services for the district and the management of additional educators. Management and control of recruitment processes within the district. In consultation with the Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Conduct reference checks for potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Manage and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Manages and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Prepare reports on human

		resource administration matters for cluster office and for Provincial Office. Develop, improve, interpret and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Report to Senior Management as may be required. Management of subordinates and quality assure their work as well as Performance Management & Development Systems.
<u>ENQUIRIES</u>	:	Miss Madonsela 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/239</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE COORDINATION REF. NO: DOE-DDHRC03/11/2024</u>
		Chief Directorate: Human Resource Management and Development Directorate: Human Resource Administration
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha
	:	An appropriate recognised (3-year) undergraduate NQF level 6/7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate the development with implementation of human resource policies and instrument. Monitor, evaluate and report on institutional compliance with national, provincial and departmental human policy imperative coordination the completion departmental Annual recruitment plan. Coordinate transversal recruitment and selection matter. Coordinate condition of services for the department. Coordinate capacity building on HR matters. Coordinate the AG audits and other compliance matter for the department
<u>ENQUIRIES</u>	:	Ms Madonsela Tel No: 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/240</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING MONITORING AND REPORTING REF NO: DOE-DDSPMR04/11/2024</u>
		Chief Directorate: Corporate Strategy Management Directorate: Strategic Planning Monitoring and Reporting
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha, Head Office
	:	An appropriate recognised (3-year) undergraduate NQF level 6/7 qualification in Public/ Business Administration/ Management. A post-graduate degree will be an added advantage. 3 - 5 years' experience in strategic monitoring of businesses in alignment with operation requirements. Knowledge and experience of the consolidation of Departmental Strategic and Annual Performance Plans as well as Annual and Quarterly Performance Reporting. Knowledge and experience of the Governments Strategic Planning and Performance Reporting Policy Framework. Knowledge and experience of programme evaluation. Knowledge of strategic management and policy analysis. Ability to evaluate and analyse information for policy development and application of policies. Knowledge of Education Sector will be added advantage.

<u>DUTIES</u>	:	Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plan framework and divisional operational plans. Analyse and assess strategic and annual performance plans for the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework. Monitor the reporting framework and measure the Department's performance in compliance with the relevant regulatory requirements. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitor evaluation and reporting. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Engage with strategic partners for support of the implementation process pertaining to monitoring, evaluation and reporting on outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.
<u>ENQUIRIES</u>	:	Ms Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecd.gov.za
<u>POST 45/241</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION (INTERNAL AND EXTERNAL)</u> <u>CHIEF DIRECTORATE: CORPORATE STRATEGY MANAGEMENT REF</u> <u>NO: DOE-CIE05/11/2024</u> Directorate: Communication And Stakeholder Management
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha An undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 7 as recognized by SAQA. Minimum of 3 to 5 years' experience as an Assistant Director gained from Communication/media environment or related field. Clear understanding of and/or experience in creative and technical process of gathering, packaging and disseminating information. Dynamic motivated, creative self-starter capable of working with little supervision. A background in external communication. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Participate in the development and implementation of the communication strategy. Manage a media monitoring and analysis system. Research, draft and issue press releases. Co-ordinate and organise press briefings, interviews and other media events. Draft opinion pieces for placement in various publications. Provide technical and professional advice to the organisation on media production. Market the organisation on the media production. Market the organization through appropriate external communication tools. Manage social media accounts. Manage the production of internal publications. Manage the maintenance of the organisation's website (content and visuals). Manage the Information Resource Centre (Library). Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely

		Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Mngqanqeni Tel NO: 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/242</u>	:	<u>DEPUTY DIRECTOR: PROJECT COORDINATION REF NO: DOE-DDPC06/11/2024</u>
		Chief Directorate: Executive Governance and Support
		Directorate: Executive Support
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha
	:	An NQF Level 6/7 Degree as recognized by SAQA, in Public Administration / Management / Business Management. 3 – 5 years' relevant experience required at ASD level. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Develop and maintain an organisational dashboard of all projects. Provide technical advisory services on project management principles and procedures. Provide standard frameworks for DEO's projects management framework. Provide project reporting service to the management of the Department. Coordinate the implementation of strategic initiative programmes and projects such as EPWP, School rationalisation, ICT role out and e-Learning, Promotion of African languages in schools, etc. Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Mtshotane Tel No: 040 608 4200
	:	E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/243</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE REF: DOE-DDHR07/11/2024</u>
		Chief Directorate: Cluster B
		Directorate: Human Resource Administration
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	District Coordination and Institutional Attainment Office
	:	An appropriate recognised (3-year) undergraduate NQF level 6/7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director Level (SL9/10). The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA,

		Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate the development with implementation of human resource policies and instrument. Monitor, evaluate and report on institutional compliance with national, provincial and departmental human policy imperative coordination the completion departmental Annual recruitment plan. Coordinate transversal recruitment and selection matter. Coordinate condition of services for the department. Coordinate capacity building on HR matters. Coordinate the AG audits and other compliance matter for the department. Coordinate the reports from the districts.
<u>ENQUIRIES</u>	:	Ms Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/244</u>	:	<u>DEPUTY DIRECTOR: PSA EMPLOYEE RELATIONS AND PERFORMANCE MANAGEMENT (3 POSTS)</u> Chief Directorate: Cluster A Directorate: Education District
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Alfred Nzo East, Ref: DoE-DD08/11/2024 Chris Hani East, Ref: DoE-DD09/11/2024 Joe Gqabi, Ref: DoE-DD10/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF 6/7 as recognised by SAQA. 3 years' Experience at Supervisory Level (Assistant Director), A valid driver's license. Knowledge of Constitution of South Africa, Employment of Educators, South African Schools Act, Public Finance Management Act, Public Service Act, Public Service Regulation; and Other relevant acts, policies and regulations. Skills: Good communication skills (written and verbal skills) and a good command of English language. Strategic Capability & Leadership, Programme and Project Management, Budgeting and Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem, Solving and analysis, People Management and Empowerment.
<u>DUTIES</u>	:	Provide guidance on the implementation of related legislative frameworks. Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. Provide employee relations management services for public service Act employees. Provide dispute and grievance management administrative services. Provide employer and employee organisational coordination services. Provide disciplinary management administrative services. Provide human information management services. Provide technical advisory services to the district and public-school management teams. Provide employee wellness services. Provide and implement employee wellness programmes in the district. Oversee the implementation of occupational health and safety measures in the district. Provide HIV/AIDS/TP prevention coordination services in the district. Coordinate provisioning of employee counselling services. Administer human resource development and performance management. Provide human resource and performance management administration services. Provide human resource development administration services. Provide performance management administration services. Provide administration of IQMS performance management services. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all

		subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mrs Khuzwayo Tel No: 039 251 0975 – ANE, Mr Mnqanqeni: 047 548 1097 – CHE, Dr Mceleli: 051- 611 0052 – JQ E-Recruitment Enquiries: erecruitment@ecdod.gov.za
<u>POST 45/245</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT & ICT (2 POSTS)</u> Chief Directorate: Cluser A & B Directorate: Education District
<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package)(Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Alfred Nzo East, Ref: DoE-DD11/11/2024 Nelson Mandela Bay, Ref: DoE-DD12/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF level 7 in Supply Chain Management, Logistics Management, Public Administration, Financial Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level (SL9/10). A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license.
<u>DUTIES</u>	:	Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management Page14 regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyze on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mrs Khuzwayo Tel No: 039 251 0975, Mr Gorgonzola: 041 403 4402

POST 45/246

DEPUTY DIRECTOR: SALARY CONTROL SERVICES REF: DOE-DDSCS13/11/2024

Chief Directorate: Financial Accounting
Directorate: Salary Management

SALARY

R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

Zwelitsha
An appropriate recognised NQF level 7 or equivalent qualification in Financial Management / Internal auditing or Accounting plus Five (5) years relevant experience in of which 3 years must be at Assistant Director Level (SL9/10) in the area of Salary Payment Services, A valid driver's licence. Proficiency in the application of transversal systems: Persal and BAS, Proficiency in the application of MS Office Package (Word, Excel and Power Point). Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills including presentation skills, Expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, Ability to execute variety of tasks and be able to work under pressure. Project management, planning and organizational skills.

DUTIES

To provide salary control services, Provide salary PERSAL system control services. Develop and maintain departmental salary administration policies and instruments. Provide payments of employee benefits for Head Office. Administer employee claims for Head Office. Manage employee costs outside the payroll system (BAS). Monitor processes for the clearance of suspense account transactions. Monitor compliance with systems requirements by decentralized offices and facilitate corrective action. Administer leave gratuity for Head Office. Monitor payments of leave gratuity for districts. Administer payments of examination markers. Manage COE and leave gratuity accruals. Analyze expenditure trends and provide technical advisory services. Provide expenditure administration services (verification banking and systems capturing/processing) for Head Office Components. Provide input for preparation of annual financial statements.

ENQUIRIES

Mrs Gqoli Tel No: (040 608 4532)
E-Recruitment Enquiries: erecruitment@ecd.gov.za

POST 45/247

DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF: DOE-DDCM14/11/2024

Chief Directorate: Supply Chain Management
Directorate: Contract Management Services

SALARY

R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

Zwelitsha
The ideal candidate must be in possession of An appropriate bachelor's degree / 3-year National Diploma in Financial Management/ Supply Chain Management/ Business Administration/ Business Management/ Commerce qualification at NQF level 7 as recognized by SAQA. An NQF Level 8 qualification in this field will be an added advantage. A minimum of 3 to 5 years of Assistant Management experience in contract management / Financial Management/ Supply Chain Management. A valid driver's License. Essential Knowledge and Competencies required: Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and Regulations, The New Procurement Bill, Treasury Practice Notes, and the Constitution of Bid Committees and contract management. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, Law of Contracts, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory

framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Understanding of Supply Chain Management Policy, Laws that govern infrastructure contracts, JBCC, CIDB etc. Understanding of the Government Contract Management Framework. Understanding of Government budgeting processes. Good working knowledge of SCM administration, Good communication skills and ability to communicate at all levels with relevant stakeholders including Provincial and National Departments, Senior Management, Private Sector Organizations, and Public Entities. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Skills: Computer literacy. Planning and organizing skills. Problem-solving and analyzing skills. Interpersonal skills. Presentation skills. Good communication skills. Report-writing skills. Time management. Project management. Business planning, ability to work under pressure, proficiency in chairing meetings, decision-making skills, and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters. Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis. Job Purpose: To manage the sub-directorate Contract Management, to develop, review, and implement a contract administration service through the monitoring, reporting, and execution of amendments, additions, adjustments, variations and addenda to all procurement contracts both infrastructure and goods and services in the Department. Develop and compile all procurement contracts, Service Level Agreements, MOUs, MOAs and ensure that all contract documents are vetted in collaboration with the Legal Unit of the Department.

DUTIES

: Manage the development of departmental contracts. Manage and monitor contract performance, coordinate and facilitate monitoring tools and reporting. Manage the development of contract management policies and strategies and ensure compliance and implementation thereof. Develop Standard Operating Procedures (SOPs) for the Sub – Directorate to maintain processes to ensure proper control of work. Manage contract adjustments. Monitor, analyze and determine actions to ensure effective contract administration. Manage and maintain the registers of all Departmental Contracts, Transversal Contracts, Participation Contracts, SLA's MOUs and MOAs. Ensure that when the Department engages in a contract it engages in line with relevant legislation and policies. Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses in line with the Departmental SCM Policy. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Facilitate and coordinate contract price negotiations with suppliers to ensure that the Department realize value for money in all its procurement. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Establish, coordinate contract steering committees and facilitate meetings to resolve disputes amicably where possible as and when they occur. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage coordination, review and monitoring of contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Liaise with Provincial and National Treasury in all matters relating to contract management.

ENQUIRIES

: Mr Harmse Tel No: (040 608 4200)
E-Recruitment Enquiries:erecruitment@ecdoe.gov.za

POST 45/248

: **DEPUTY DIRECTOR: GOVERNANCE, FRAUD, LOSS AND AUDIT**
MANAGEMENT REF: DOE-DDGFLAM15/11/2024
Chief Directorate: Supply Chain Management
Directorate: Internal Control

<u>SALARY</u>	:	R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	: :	zwelitsha An appropriate recognised undergraduate NQF level 7 Qualification in Internal Auditing/ Public Management/ Public Administration as recognized by SAQA. A minimum of 3 to 5 years of Assistant Director in governance, Fraud, loss and audit management / assurance services / systems control and compliance. A post degree qualification in the above will be an added advantage. Proficient in the application of MS Office Package. Any of the following Certification's CIA, PIA, IAT, QAR will be added advantage Valid driver's license. Knowledge of Education Sector will be added advantage. Extensive Knowledge of Financial Management as directed by the Public Finance Management Act, 1999 and Treasury Regulations/ SCM policies and prescripts/ Human Resource Management policies, procedures and prescripts, Internal Control Management Practices.
<u>DUTIES</u>	:	Provide guidance on the implementation of related legislative frameworks. Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. Manage the provisioning governance management services. Develop and review compliance monitoring tools. Coordinate the development and maintenance delegation and governance framework. Manage and update a database of all issued policies and finance instructions. Coordinate RFIS by the Auditor General. Manage the provisioning of fraud prevention services. Manage the development and implementation of fraud prevention system. Manage the provisioning of expert advice on the implementation of departmental anti-fraud strategic management plan. Manage the provisioning of expert advice on the implementation of departmental fraud prevention policy and consultation with the Department Anti-corruption unit. Manage the provisioning of support with the management of fraud prevention in Department. Manage the coordination of departmental capacity building initiatives on fraud prevention. Manage the provisioning of effective loss control services. Manage the development and implementation of integrated loss control system. Manage the provisioning of advice to management on loss recovery mechanism. Manage the coordination departmental capacity building initiatives on loss control. Manage risks emanating from losses due to fraud, theft, irregularities, fruitless and wasteful expenditure. Manage departmental loss control system and propose recovery. Manage the provisioning of fraud prevention services - Manage the development and implementation of fraud prevention system. Manage the provisioning of expert advice on the implementation of departmental anti-fraud strategic management plan. Manage the provisioning of expert advice on the implementation of departmental fraud prevention policy and consultation with the Department Anti-corruption unit. Manage the provisioning of support with the management of fraud prevention in Department. Manage the coordination of departmental capacity building initiatives on fraud prevention. Manage the provisioning of effective loss control services Manage the development and implementation of integrated loss control system. Manage the provisioning of advice to management on loss recovery mechanism. Manage the coordination departmental capacity building initiatives on loss control. Manage risks emanating from losses due to fraud, theft, irregularities, fruitless and wasteful expenditure. Manage departmental loss control system and propose recovery. Manage the allocated resources of the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mrs Ngcingwana Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdod.gov.za

SALARY

R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS

Zwelitsha

The ideal candidate must be in possession of an appropriate Bachelor's degree / 3-year National Diploma in Financial Management/ Supply Chain Management/ Business Administration/ Business Management/ Commerce qualification at (NQF level 7) as recognized by SAQA. A minimum of 3 to 5 years of Assistant Management experience in the Public Service in Logistics and inventory management/Financial Management/ Supply Chain Management. A valid driver's License. Certificates and any credentials on LOGIS system. Essential Knowledge, Skills and Competencies required: The successful candidate must have a thorough knowledge of the LOGIS system, inventory and stores management. Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and regulations, The New Procurement Bill, Treasury Practice Notes, and the Constitution of Bid Committees. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Service Delivery Frameworks. Understanding of Government budgeting processes. Good working knowledge of SCM administration, asset and asset disposal management. Ability to communicate at all levels with relevant stakeholders including Provincial and National Departments, Senior Management, Private Sector Organizations, and Public Entities. Skills: Computer literacy. Planning and organizing skills. Problem-solving and analysing skills. Interpersonal skills. Presentation skills. Good communication skills. Report-writing skills. Time management. Project management. Business planning, ability to work under pressure, proficiency in chairing meetings, decision-making skills, and people management skills, ability to provide leadership, budget and policy analysis, human resource skills, SCM matters. Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation.

DUTIES

Manage order issues and facilitate payment of invoices. Management of stores and inventory functions. Management of the office responsible for issuing purchase orders and client liaison. Manage and oversee end-to-end performance of the supply chain performance Management. Management of resources in the Sub-Directorate. Responsible overall for the coordination, issuance and management of purchase orders. Analyse and compile LOGIS report, conduct expenditure analysis and trends and consolidate such reports for presentation to management on monthly basis. Conduct various in-depth financial analyses to guide the Department to realize effective and efficient spending. Provide training and support to District LOGIS system Controllers. Responsible for registering and maintaining user profiles of LOGIS users and ensures that all users are equipped with the required tools, support and training to perform their duties effectively and efficiently on the LOGIS system. Perform quarterly assessments of duties and activities of all system LOGIS users in the Department. Maintain, create and activate account user profiles and action all system requirements where applicable. Ensure implementation of effective and efficient user account management by all system controllers in the Department. Ensure deactivation of dormant users in service within 30 days including users who have left the service immediately upon receipt of formal notifications. Perform user account management reviews and identify deviations/violations and ensure departmental compliance including compliance with Provincial and National Treasury LOGIS notices and instructions. The incumbent will be

responsible for managing the day-to-day operations of the unit, as well as plan, organize, provide technical interpretation, assign, review, and approve the work of and train staff within the unit. The incumbent will be responsible for the development of systems and controls to ensure operational requirements of the unit are met. Interact with outside auditors and ensure required documents and information are provided and submitted on time. Manage the Sub-Directorate and undertake all administrative functions required with regards to financial and performance deliverables of the sub-directorate. Manage resources of the division and the performance of staff members within the sub-directorate. Develop and provide credible and strategic reports to management and various statutory bodies timeously. Serve on transverse task teams as and when required

ENQUIRIES : Mr Harmse Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecd.gov.za

POST 45/250 : **DEPUTY DIRECTOR: SUNDRY PAYMENTS REF: DOE-DDSP17/11/2024**
Chief Directorate: Financial Accounting
Directorate: Expenditure Management

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE REQUIREMENTS : Zwellitsha
An appropriate recognised undergraduate NQF level 7 or equivalent qualification in Financial Management / Internal auditing or Accounting plus 3 - 5 years as an Assistant Director in Sundry Payment or Expenditure Management. A valid driver's licence. Proficiency in the application of transversal systems: Logis, AG Download System and BAS, Proficiency in the application of MS Office Package (Word, Excel and Power Point). Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and modified cash standard. Effective verbal and written communication skills including presentation skills, Expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, Ability to execute variety of tasks and be able to work under pressure. Project management, planning and organizational skills.

DUTIES : To provide sundry payment services, Manage and monitor Sundry payments and report. Manage sundry expenditures against budget allocations. Manage sundry, general and creditors payments reconciliation, weekly, monthly, quarterly and annual. Manage sundry, general and creditors payments before capturing the system. Provide support on the management and monitoring of general and creditor payments. Identify and resolve exceptions, misallocations and open status transactions. Manage preparation of monthly compliance reporting. Annexure B and Treasury Instruction note and executed month-end closure procedures. Manage infrastructure payments. Implement bank rejections. Manage Audit queries related to sundry payments and addressed promptly, with a focus on ensuring that all transactions are justified and documented adequately. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates.

ENQUIRIES : Mrs Gqoli Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecd.gov.za

POST 45/251 : **DEPUTY DIRECTOR – EMPLOYEE WELLNESS SERVICES REF NO. DDEWS18/11/2024**
Directorate: Organisation Development

SALARY : R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS : Zwellitsha
An appropriate tertiary qualification recognized by SAQA in Humanities/Social Sciences/Psychology at NQF level 6/7 coupled with 5 years' experience in the field of Employee Health and wellness. A minimum of at least 3 years relevant experience at Assistant Director Level. Knowledge of Education Sector will be

added advantage. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDs legislations. Skills: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy.

DUTIES

: Draft/ review policies to guide the implementation of EHW, Productivity Management and Diversity Programmes. Implement the Employee Health and Wellness Strategic Framework. Develop and maintain Employee Health and Wellness standard operating procedures for all EHW programmes. Procure Employee Health and Wellness offerings and manage service providers. Establish and coordinate Transformation, Gender and Wellness Committee. Provide Employee Health and Wellness Management Reports in line with DPSA prescripts Wellness, Health and Productivity Management: Conduct life skills training on time, conflict and stress management in the workplace. Coordinate the promotion of physical health through sports events. Coordinate the distribution of posters and brochures on physical wellness. Facilitate and coordinate services for wellness day. Liaise / Network with stakeholders and other organisations about Employee Wellness issues and implement best practices accordingly. Utilise internal communication to communicate and promote Employee Wellness activities. Promote team building through recreational activities across the department. Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar, liaison with employees / managers etc. Conduct absenteeism analysis and compile reports. Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes: Draft/Review policies to guide the implementation of HIV/AIDS and TB Management. Conduct HIV Counselling and Testing campaigns. Conduct HIV, AIDS, STI, and TB information sharing sessions. Monitor the distribution of male and female condoms. Facilitate the implementation of HIV & AIDS programmes. Observe Health calendar days and initiate awareness programmes within the department. Coordinate and render Employee Assistant Programme (EAP). Coordinate and render debriefing, pre-counselling, referral, and support service to employees. Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks. Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism report. Administer and manage EAP cases. Facilitate EAP support programmes. Market the EAP services. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

: Mr Mnguni Tel No: (040 608 4200)
E-Recruitment Enquiries: [Vukile.tokwe@ecdoe.gov.za/](mailto:Vukile.tokwe@ecdoe.gov.za)
anele.rululu@ecdoe.gov.za

POST 45/252

: **DEPUTY DIRECTOR – SCHOOL NUTRITION REF NO. DDSN19/11/2024**
Directorate: Leaner Development and Social Support

SALARY

: R849 702 – R1 000 890 per annum (inclusive package) (Level 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules

CENTRE REQUIREMENTS

: Zwelitsha
: An appropriate recognised undergraduate NQF level 6/7 or equivalent qualification in Financial Management / Project Management / Public Management or Administration plus 3 - 5 years as an Assistant Director in Financial management / Administration. A valid driver's licence. Proven

		knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources). Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.
<u>ENQUIRIES</u>	:	Mr TJZ MtyhidaTel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdoe.gov.za/ anele.rululu@ecdoe.gov.za
<u>POST 45/253</u>	:	<u>QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY MANAGEMENT (DORA FUNDED) REF. NO.: QSIDM19/11/2024</u> Directorate: Infrastructure Delivery Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R721 476 – R1 084 368 per annum (OSD) Zwelitsha Degree in Quantity Survey or relevant qualification. Three (3) years post qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.
<u>DUTIES</u>	:	Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective.

		Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils (2).
<u>ENQUIRIES</u>	:	Mr Mduba Tel No: (040 608 4200) E-Recruitment Enquiries: anele.rululu@ecdoe.gov.za Vukile.tokwe@ecdoe.gov.za
<u>POST 45/254</u>	:	<u>QUANTITY SURVEYOR: PHYSICAL RESOURCE PLANNING (DORA FUNDED) REF. NO.: QSPRP12/11/2024</u> Directorate: Infrastructure Delivery Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R721 476 – R1 084 368 per annum (OSD) Zwelitsha Degree in Quantity Survey or relevant qualification. Three (3) years post qualification Quantity Surveying experience. Compulsory registration with SACQSP as a professional Quantity Surveyor. The disclosure of a valid unexpired driver's license. Experience in Quantity Surveying principles and methodologies. Understanding of programme and project management. Knowledge in research and development. Knowledge of legal compliance. Technical report writing, and technical consulting. Creating high-performance culture and networking. Professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing. Conflict management, people management, change management and innovation. Problem solving and analysis. Familiarity with a wide range of quantity surveying measurement principles and specifications.
<u>DUTIES</u>	:	Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

<u>ENQUIRIES</u>	:	Mr Mduba Tel No: (040 608 4200) E-Recruitment Enquiries: anele.rululu@ecdoe.gov.za Vukile.tokwe@ecdoe.gov.za/
<u>POST 45/255</u>	:	<u>EDUCATIONAL PSYCHOLOGIST - GRADE 1 (3 POSTS)</u> Directorate: Inclusive Education
<u>SALARY</u>	:	R827 211 per annum (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.
<u>CENTRE</u>	:	Joe Gqabi, Ref No: EP20/11/2024 Sarah Baartman, Ref No: EP21/11/2024 Chris Hani West, Ref No: EP22/11/2024
<u>REQUIREMENTS</u>	:	MA in Educational Psychology or equivalent. Registration with Health Professions Council South Africa in a relevant registration category and South African Council for Education (SACE) where applicable. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA qualified Psychologist who performed Community Service, as required in South Africa. One (1) year relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified psychologists, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Computer literacy. The incumbent should have knowledge of education policy on Inclusive Education (white Paper 6) and South African s Act will be an advantage. Knowledge of the special school and the support processes provided for learners in specialized setting will be an added advantage. Excellent English report writing, which extends into good communication skills in general. Competence in budgeting and spending, logistical and independent thinking, with the ability to take initiative. Ability to manager, organize and drive projects. Competence in facilitation and training.
<u>DUTIES</u>	:	As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The Incumbent may also be required to provide support to other learners in the community as and when needed.
<u>ENQUIRIES</u>	:	Mr Putter Tel No: (040 608 4200) E-Recruitment Enquiries: anele.rululu@ecdoe.gov.za Vukile.tokwe@ecdoe.gov.za/
<u>POST 45/256</u>	:	<u>EDUCATION THERAPIST SCHOOL-BASED (SPEECH AND LANGUAGE) (GRADE 1) REF NO. WSO24/11/2024</u> Directorate: Khayaletu Special School
<u>SALARY</u>	:	R376 524 per annum (OSD)
<u>CENTRE</u>	:	Khayaletu Special School (BCM)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the HPCSA. Registration with the Health Professions Council of South Africa (HPCSA). Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA-qualified therapists who performed Community Service, as required in South Africa. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.
<u>DUTIES</u>	:	Responsibilities: Provide psychological assessment: of cognitive, personality, emotional and neuropsychological functions of learners related to learning and development. Facilitate Psychological intervention: perform a range of therapeutic psycho-educational interventions (psychotherapy, counselling, trauma debriefing and refer to other specialists). Facilitate the implementation of educationally based Programmes in response to diverse needs. Parental

		and educator guidance or feedback. Monitoring learners' progress through the SIAS progress.
ENQUIRIES	:	Mr PutterTel No: (040 608 4200) E-Recruitment Enquiries: anele.rululu@ecdoe.gov.za Vukile.tokwe@ecdoe.gov.za
POST 45/257	:	✓ EDUCATION THERAPIST SCHOOL-BASED (OCCUPATIONAL THERAPIST) (GRADE 1) REF NO. WSO25/11/2024
SALARY CENTRE REQUIREMENTS	:	R376 413 - R443 403 per annum (OSD) Khayaletu Special School (BCM) Appropriate qualification that allows for the required registration with the HPCSA. Registration with the Health Professions Council of South Africa (HPCSA). Registration with the South African Council for Educators (SACE). None after registration with the Health Professions Council of South Africa (HPCSA) in respect of RSA-qualified therapists who performed Community Service, as required in South Africa. One year of relevant experience after registration with the Health Professions Council of South Africa (HPCSA) in respect of foreign qualified therapists, of whom it is not required to perform Community Service, as required in South Africa.
DUTIES	:	Responsibilities: Provide psychological assessment: of cognitive, personality, emotional and neuropsychological functions of learners related to learning and development. Facilitate Psychological intervention: perform a range of therapeutic psycho-educational interventions (psychotherapy, counselling, trauma debriefing and refer to other specialists). Facilitate the implementation of educationally based Programmes in response to diverse needs. Parental and educator guidance or feedback. Monitoring learners' progress through the SIAS progress.
ENQUIRIES	:	Mr Putter Tel No: (040 608 4200) E-Recruitment Enquiries: anele.rululu@ecdoe.gov.za Vukile.tokwe@ecdoe.gov.za
POST 45/258	:	✓ ASSISTANT DIRECTOR: DISTRICT BUDGET PLANNING REF NO: DOE-ADBP26/11/2024 Chief Director: Cluster B Directorate: Education District
SALARY CENTRE REQUIREMENTS	:	R444 036 - R532 602 per annum (Level 09) Chris Hani West NQF 7 qualification Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8) A post degree qualification on the above will be an added advantage. A valid driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA). Knowledge of Education Sector will be added advantage
DUTIES	:	Coordinate departmental district budgetary processes. Compile district budget inputs. Monitor district and cost centre budget performance and report thereon. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets
ENQUIRIES	:	Mr Godlo Tel No: 045 858 8900 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
POST 45/259	:	✓ ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & PROVISIONING (5 POSTS) Chief Director: Cluster A & B Directorate: Education District

<u>SALARY CENTRE</u>	: : R444 036 - R532 602 per annum (Level 09) : Alfred Nzo East, Ref: DoE-ADHRPP27/11/2024 : Chris Hani East, Ref: DoE-ADHRPP28/11/2024 : OR Tambo Coastal, Ref: DoE-ADHRPP29/11/2024 : OR Tambo Inland, Ref: DoE-ADHRPP30/11/2024 : Chris Hani West, Ref: DoE-ADHRPP31/11/2024
<u>REQUIREMENTS</u>	: NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	: Supervise human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services. Provide support to recruitment processes. To provide HR provisioning services. Supervise substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Supervise district PERSAL control services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	: Miss BM Madonsela Tel No: 040 608 4228 For e-Recruitment Enquiries, Email: erecruitment@ecdodoe.gov.za
<u>POST 45/260</u>	: <u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DOE-AD32/11/2024</u> Chief Director: Cluster A Directorate: Orti Education Distriction
<u>SALARY CENTRE</u>	: R444 036 - R532 602 per annum (Level 09) : OR Tambo Inland
<u>REQUIREMENTS</u>	: NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	: Provide employee recruitment planning and administration services. Provide selection and support services, provide employee appointment administration

		services. Provide employee and post establishment reconciliation services. Provide benefits administration services. Provide service termination administration services. Provide leave administration services. Provide incapacity leave and ill health retirement administration services. Provide human resource document management services. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms Mkrwede Tel No: 047 502 4268 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 45/261</u>	:	<u>ASSISTANT DIRECTOR: PSA EMPLOYEE RELATIONS (3 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Amathole West, Ref: DoE-ADPER33/11/2024 Chris Hani West, Ref: DoE-ADPER34/11/2024 Nelson Mandela Bay, Ref: DoE-ADPER35/11/2024
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Labour Relations Management / Human Resources Management/LLB. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A valid driver's licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organisation, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation.
<u>DUTIES</u>	:	Provide dispute and grievance management administration services. Provide employer and employee organisational coordination services. Provide disciplinary management administrative services. Provide human information management services. Provide technical advisory services to district and public-school management teams. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms Fikeni Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecd.gov.za
<u>POST 45/262</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (3 POSTS)</u> Chief Director: Cluster A Directorate: Education District
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Alfred Nzo East, Ref No: DoE-ADHRD36/11/2024 Alfred Nzo West, Ref No: DoE-ADHRD37/11/2024 Joe Gqabi, Ref No: DoE-ADHRD38/11/2024
<u>REQUIREMENTS</u>	:	NQF Level 6/7 qualification in Public or Business Management/Human Resource Development as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations Knowledge of Education Sector will be added advantage.

<u>DUTIES</u>	:	Provide human resource and performance management administration services. Provide human resource development administration services. Provide administration and the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitoring of the implementation of IQMS and the PMDS policy frameworks. Administer the Departmental performance management system for public service employees and office-based educators. Analyze the performance management trends. Provide technical support and advice to moderating structure and senior management. Provide secretariat support services to the district moderating structures. Administer the implementation of the educator skills Development plan. Consolidate the development educator skills development plan. Coordinate educator training on national education accredited skills. Evaluate and report on the impact of education capacity development programmes. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. Administer the implementation of Public Service Act (PSA) Skills Development plan. Consolidate PSA skills development plan. Coordinate relevant PSA training programmes for PSA employed personnel. Coordinate monitoring of optimal utilization of the skills levy for PSA staff. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. To coordinate the implementation of district bursary learnership and internship programme.; Implement the Departmental bursary, learnership and internship policy framework. Implement of bursary, internship, and learner 'ship. Provide support on the compilation of district impact of bursary learner 'ship and internship programmes report. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Matika Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/263</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES (3 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Chris Hani East, DoE-ADLMAS39/11/2024 Chris Hani West, DoE-ADLMAS40/11/2024 Joe Gqabi, DOE-ADLMAS41/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.
<u>DUTIES</u>	:	Monitor and manage logistics processes in the district to contribute to the rendering of a professional supply chain management services. Evaluate and analyse logistics processes. Serve as chairperson of the logistics committee. Provide statistics on logistics processes. Provide information regarding audit queries. Ensure the effective receiving and delivery of goods and services. Evaluate monthly reports on losses. Ensure timeous processing of payments. Evaluate authorized and reconciled payments reports against the Logis system. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

		Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Harmse Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecd.gov.za
<u>POST 45/264</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT SERVICES</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09) Buffalo City Municipality, Ref: DOE-AD42/11/2024 Or Tambo Coastal, Ref: DOE-AD43/11/2024
<u>REQUIREMENTS</u>	:	An appropriate recognised undergraduate NQF Level 7 qualification Supply Chain Management/Finance/Logistics Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage Knowledge: Thorough knowledge of WALKER/BAS systems, Asset Management System, good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management Prescripts Preferential Procurement Act of 2000 Occupational Health and Safety Act (OHSA). Skills: Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) Presentation and report writing good verbal and written communication skills Planning and Organization Interpersonal Relations and Analytic skills Teamwork. Valid driver's license. Knowledge of the Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs in line with the SCM strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management service and undertake all administrative functions required regarding financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Harmse Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecd.gov.za
<u>POST 45/265</u>	:	<u>ASSISTANT DIRECTOR: ICT REF: DOE-ADICT44/11/2024</u> Chief Director: Cluster B Directorate: NMB Education District

<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Nelson Mandela Bay
<u>REQUIREMENTS</u>	:	NQF 6/7 qualification in Computer Science, Information Systems, NSE4 as recognized by SAQA. Proven work experience as a Cyber Security Specialist or similar role. Hands-on experience analysing high volumes of logs, network data and other attack artifacts. Experience with vulnerability scanning solutions. Proficiency with antivirus and security software. A valid driver's license. Knowledge of Education Sector will be added advantage
<u>DUTIES</u>	:	Provide connectivity, ICT infrastructure and user support services. Maintain ICT transversal systems, data integrity and systems security. Administer the implementation of ICT policy norms and standards. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Gorgonzola Tel No: 041 403 4600 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za ✓
<u>POST 45/266</u>	:	<u>ASSISTANT DIRECTOR: NUTRITION, TRANSPORT AND HOSTELS (2 POSTS)</u> Chief Director: Cluster A & B Directorate: ANW Education District
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo West, Ref: DoE-ADNTH45/11/2024 Nelson Mandela Bay District, Ref: DoE-ADNTH46/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF Level 6/7 qualification as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.
<u>DUTIES</u>	:	Coordinate, monitor and report on the implementation of the school nutrition programme in the district. Coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. Monitor, evaluate and report on the provisioning of learner transport services by implementing agents. Coordinate the provisioning of hostel services at the designated schools and the planning of new services. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Ms Njotini Tel No: 040 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za ✓
<u>POST 45/267</u>	:	<u>ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: DOE-ADEM47/11/2024</u> Chief Director: Cluster B Directorate: BCM Education District
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Buffalo City Metro
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient

		in the application of MS Office Package. Valid driver's license. Understanding of debt collection processes, principles and practices, Customer Service (Batho Pele Principles), Understanding of risk management, understanding of public sector revenue and debt, Understanding of debt collection internal controls, financial compliance and reporting.
<u>DUTIES</u>	:	Provide, coordinate and oversee source document verification and payment processes on BAS and PERSAL. Administer compensation of employee financial processes including systems interface and payroll verification processes. Monitor and evaluate the performance of district wide expenditure control and governance processes and facilitate corrective action. Analyse expenditure trends and provide technical advisory services. Provide expenditure administration services for the District Office and Section 20 Public Schools. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Mabece Tel No: 043 708 6229 E-Recruitment Enquiries: erecruitment@ecd.gov.za
<u>POST 45/268</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE, INTERNAL CONTROL AND PRE-AUDIT (3 POSTS)</u> Chief Director: Cluster B Directorate: BCM Education District
<u>SALARY CENTRE</u>	:	R444 036 - R532 602 per annum (Level 09)
	:	Amathole East, Ref No: DoE-ADCICP48/11/2024
	:	Amathole West, Ref No: DoE-ADADCICP49/11/2024
	:	Buffalo City Metro, Ref No: DoE-ADCICP50/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS & PERSAL). Proficient in the application of MS Office Package. Valid driver's license. Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement,
<u>DUTIES</u>	:	Implement departmental internal control policy frameworks and instruments. Implement financial oversight mechanisms for Section 21 Schools and Independent Schools. Render pre-audit services for expenditure transactions. Provide financial loss and fraud prevention services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets
<u>ENQUIRIES</u>	:	Mr Gideon Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecd.gov.za

POST 45/269

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: DOE-ADCM51/11/2024

Chief Director: Supply Chain Management
Directorate: Contract Management

SALARY CENTRE REQUIREMENTS

R444 036 - R532 602 per annum (Level 09)
Sara Baartman

An appropriate (3-year) undergraduate NQF Level 7 qualification in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

DUTIES

Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES

Mr De Bruyn Tel No: 049 872 2202
E-Recruitment Enquiries: erecruitment@ecd.doe.gov.za

POST 45/270

ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: DOE-ADEW52/11/2024

Chief Director: Employee Relations and Employee Wellness
Directorate: Employee Wellness Services

SALARY CENTRE REQUIREMENTS

R444 036 - R532 602 per annum (Level 09)
Zwelitsha

Matric plus three (3) year National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Social Work or Psychology (Industrial, BA or B. Psych) and a minimum of 3 years' practical experience in the administration and implementation of Employee Wellness programmes. Must be in possession of a valid drivers' license. Knowledge of DPSA EHWP Strategic Framework. Knowledge of HIV/TB prevention and management strategies. Knowledge and application of Employee Health and Wellness Counselling skills. Customer care; EHWP Policies; Presentation skills; Computer Literacy; Business Writing, Project management; Team leadership; Problem solving, Time Management Skills and Communication skills.

DUTIES

Implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate, implement and promote the physical wellbeing of individual employees. Develop and implement the EHWP marketing and promotion strategy. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Facilitate the implementation of health and productivity management programmes. Coordinate and Implement HIV, AIDS and TB workplace interventions. Coordinate and Implement Safety, Health, Environment and Risk and Quality Management (SHERQ) workplace programmes. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control

		with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mr Mnguni Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdod.gov.za
<u>POST 45/271</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MONITORING AND REPORTING</u> <u>REF NO: DOE-ADFM53/11/2024</u> Chief Director: Management Accounting Directorate: Financial Monitoring and Reporting
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate recognized undergraduate NQF level 7 Qualification in Accounting I Financial Management as recognized by SAQA. Relevant experience in Financial Accounting environment plus knowledge of preparation of Financial Statements will be an added advantage. A postgraduate degree will be an added advantage. Five (5) years working experience in Finance related field, of which three (03) years must be at a supervisory level (salary level 7/8). Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g. Modified Cash Standards (MCS), PFMA, GRAP and Treasury Regulations and other related prescripts. Working knowledge of the transversal systems (BAS, LOGIS and PERSAL). Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced excel skills and good interpersonal skills, Presentation skills, planning and organizing skills, problem solving, diplomacy, and the ability to work under pressure to meet tight deadlines.
<u>DUTIES</u>	:	Ensure effective corporate governance processes and sound resources management. Compilation of the Annual and Interim Financial Statements inclusive of disclosure notes and schedules. Provide guidance in compilation of inputs to the Annual Financial Statements by District offices and relevant units. Review working papers files to be reasonably assured that supporting documents are in place to support disclosed transactions. Preparation for submission of Annual and Interim Financial Statement to the relevant authorities. Attending to audit queries, preparation of circular 1 and audit committee report. Manage the allocated resources of the sub-directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
<u>ENQUIRIES</u>	:	Mrs Gqoli Tel No: 040 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdod.gov.za
<u>POST 45/272</u>	:	<u>ASSISTANT DIRECTOR: ASSURANCE SERVICES REF NO: DOE-ADAS54/11/2024</u> Chief Director: Internal Control Directorate: Assurance Services
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09)
<u>CENTRE</u>	:	Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate recognized undergraduate NQF level 7 Qualification in Accounting I Financial Management as recognized by SAQA. Relevant experience in Financial Accounting environment plus knowledge of preparation of Financial Statements will be an added advantage. A postgraduate degree will be an added advantage. Five (5) years working experience in Finance related field, of which three (03) years must be at a supervisory level (salary level 7/8). Skills: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement.

DUTIES

Provide Pre-Audit and Assurance Services: Review and check the authenticity of payments request and vouchers. Issuing of assurance certificates. Authorisation and capturing of payments of accounts and audited expenditure transactions. Maintain pre-audit register and records. Develop and maintain of financial system control policies and procedures: Establish and maintain guidelines for internal control system and program of internal control reviews. Provide effective financial internal control measures within the department and ensure compliance to the financial management legislative framework. Develop maintenance and implementation of system security mechanism in line with system standards: Provide financial information retention services. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Develop and promote a system of good financial management so that public money is always safeguarded and used appropriately, economically, efficiently and effectively Provide financial assurance and system control services in the Department: Conduct the assurance services in the department. Ensure implementation of approved and signed Delegations of Authority. Provide support to the departmental financial oversight and other related Committees. Identify gaps and provide support to address specific training and development needs to fill compliance gaps. Ensure monitoring of operations on accounting systems, controls and procedures to ensure the integrity of financial information. Coordinate the implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit.

ENQUIRIES

Mrs Ngcingwana Tel No: 040 608 4200

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

POST 45/273

ASSISTANT DIRECTOR: HOD SUPPORT OFFICE REF NO: DOE-ADAHSO55/11/2024

Chief Directorate: Executive Governance and Support

Directorate: Executive Support

SALARY CENTRE REQUIREMENTS

R444 036 - R532 602 per annum (Level 09)

Zwelitsha

An appropriate recognized undergraduate NQF level 6/7 qualification in Office Management/ Administration/ Public Administration, five (5) years working experience in office administration / support related field, of which three (03) years must be at a supervisory level (salary level 7/8). Knowledge and understanding of the Public Service systems/legislation/policies/prescripts •Knowledge and understanding of the PFMA. Knowledge and understanding of the Supply Chain Management procedures and processes. Knowledge and implementation of the Batho Pele Principles Stakeholder management. Advanced computer skills in MS Word, PowerPoint and Outlook (MS Access will be an advantage). Knowledge of the LOGIS system would be an advantage. Excellent communication skills (written and verbal). Good interpersonal skills with the ability to deal with internal and external clients in a professional and tactful manner. Ability to work independently and without supervision. Ability to multi-task while working under pressure. Ability to solve problems creatively and practically. Highly organised and able to handle the HOD's diary (electronically and manually).

DUTIES

Acting as first point of contact for the HOD with the internal and external stakeholders. Compile realistic schedules of appointments. Timeously coordinate with and sensitize/advise the HOD regarding engagements. Advise internal and external stakeholders on issues pertaining to the functions of the Branch. Operate and ensure that office equipment is in good working order. Manage the engagements of the HOD. Manage the effective flow of routine and highly confidential information and documents to and from the office of the HOD. Ensure the safe keeping of all routine and highly confidential documentation in the office of the HOD in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. progress-, monthly and management. Scrutinise all submissions/reports and make notes and/or recommendations for the HOD or return it to the originator. Respond to written, email or verbal enquiries from internal and external stakeholders on behalf of the HOD. Draft documents as required. Devise and maintain office systems, including data management. Research, collect, analyse and collate information as requested by the HOD Manage all travel arrangements, visas and accommodation for the HOD. Manage the leave register and telephone .Scrutinise documents to determine actions/information/other documents required for meetings .Collect and compile all necessary documents for the

HOD to inform him/her on the contents .When required to travel with the HOD, take notes at meetings or provide assistance during meetings .Record minutes/ decisions and communicate to relevant role-players, follow-up on progress made .Produce documents, briefing papers, reports and presentations and ensure that the HOD is well prepared for meetings .Coordinate logistical arrangements for all meetings of the HOD .Receive and coordinate all the documents that relate to the manager's budget .Advise the HOD in determining funding requirements for purposes of MTEF submissions .Administer the record keeping of expenditure commitments, monitoring the expenditure and alert the HOD of possible over- or underspending in respect of the Office of the HOD

ENQUIRIES

Mr Mtshotane Tel No: 040 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 45/274

ASSISTANT DIRECTOR: EMPLOYEE PROVISIONING SERVICES REF NO: DOE-ADEPS56/11/2024

Chief Director: Human Resource Management & Development
Directorate: Human Resource Administration

SALARY CENTRE REQUIREMENTS

R444 036 - R532 602 per annum (Level 09)

Zwelitsha

NQF Level 6/7 qualification in Public or Business Management/Human Resource Development as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations Knowledge of Education Sector will be added advantage

DUTIES

Assist in the development and ensuring the implementation of the annual recruitment plan. Manage the recruitment process. Manage probationary appointments. Coordinate the submission of appointments. Manage the process of transfers, secondments, and acting appointments and compile reports to various stakeholders. Ensure correct capturing of information (appointment) on PERSAL. Approve transactions on PERSAL. Ensure correct linking of users and functions. Manage the implementation of remuneration policies, procedures and practices. Develop and review Recruitment and Selection policy and retention policy. Present policy to stakeholders for inputs. Conduct awareness campaigns on developed and reviewed policies and strategies. Provide inputs to line management and unit for budgeting purposes. Compile the unit's operational plan. Monitor and evaluate the effectiveness and implementation of retention strategies or techniques of the department. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance and ensure timely development & implementation of work plans and assessments for all subordinates.

ENQUIRIES

Mr Mnguni Tel No: 040 608 4200
E-Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/275

ASSISTANT DIRECTOR – POST ESTABLISHMENT REF NO. ADPE57/11/2024

Directorate: Human Resource Planning & Information Systems

SALARY CENTRE REQUIREMENTS

R444 036 - R532 602per annum (Level 9)

Zwelitsha

NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service.

		Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Monitor the maintenance of departmental PERSAL post establishment. Provide effective and efficient administration of the PERSAL system. Provide guidance on the implementation of related legislative frameworks. Development of submission adhering to Human Resources policies, procedures, legislations and prescripts. Compiling daily and monthly reports and Supervising Staff. Managing the allocated resources of the unit. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr Mnguni Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/276</u>	:	<u>RESEARCHER: EXECUTIVE SUPPORT REF NO: DOE-RES58/11/2024</u> Chief Director: Executive Governance and Support Directorate: Executive Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 417 – R443 403 per annum (Level 08) Zwelitsha Honours / master's degree in public administration / management as recognised by SAQA. A minimum of 3-5 years research experience in the public sector. Knowledge of the education sector and financial management at departmental level will be an advantage. Competent in quantitative and qualitative research methods and techniques. Ability to analyse data using Excel and write reports. Experience in the financial sector, policy development, ability to source data sets and reports. Excellent verbal and written communication skills. Ability to engage with senior personnel in the financial sector. Interpersonal skills. Strategic thinking. Problem solving and decision-making. Driver's license.
<u>DUTIES</u>	:	Coordinate and consolidate departmental inputs enabling the HOD to influence strategic decision-making process both National and Provincial plat forms. Provide technical support to the HOD to appropriately participate in provincial planning process. Provide technical support to the HOD to monitor the performance of strategic transversal project initiatives. Provide coordination service on intergovernmental relation matters. Coordinate activities between the office of the HOD and the office of the MEC.
<u>ENQUIRIES</u>	:	Mrs Gqoli Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/277</u>	:	<u>INTERNAL AUDITOR: STATUTORY AUDIT REF NO: DOE-IASA59/11/2024</u> <u>(2 POSTS)</u> Chief Director: Internal Audit Directorate: Statutory Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 417 – R443 403 per annum (Level 08) Zwelitsha Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ B Com Information Systems, Valid driver's license. Two (2) years' functional experience in auditing. Statutory Body Requirements: Institute of Internal Auditors (IIA). Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, framework and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance, Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognized Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (Written and Verbal),

		Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, Driving and Teammate.
<u>DUTIES</u>	:	Assessing and evaluating the adequacy and effectiveness of the controls, procedures and processes, assist with the development of system description and audit program. Performing of the audit field work in terms of audit program. Drafting of audit reports. Obtain preliminary management comments. Communicate findings to the senior management, delivering audit outputs including final reports within agreed timelines and in accordance with internal audit standards. Evaluate auditees response and perform follow-up audits. Conduct ad-hoc assignments / investigations as and when requested. Take part in preliminary and closing meetings with the auditee. Provide administrative support to the audit committee and assist in ensuring the internal audit report to the audit committee are prepare and available on time.
<u>ENQUIRIES</u>	:	Mr Addae Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdode.gov.za
<u>POST 45/278</u>	:	<u>WORK STUDY OFFICER – ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO. WSO60/11/2024</u> ✓ Directorate: Organisation Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 - R443 403 per annum (Level 08) Zwelitsha An appropriate (3-year) undergraduate NQF 6 in Operations Management/ Business Analysis/ Organizational Development as recognized by SAQA. Certificate in Management Sciences/ Organisation & Development Certificate may serve as an advantage. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Conduct Organisational Development investigations. Facilitate the development of Job Profiles and reviews for newly created and existing posts in the Department. Conduct Job Evaluation processes within the department. Conduct Business Processes improvement. Conduct and provide Change Management processes and interventions in the Department. Provide Administrative support in developing and maintaining organizational and post establishment in line with imperatives set by the strategic plan. Provide Administrative support in the coordination of job evaluation services, change management process. Provide admin assistance in the business process management service. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr M. Zazela Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdode.gov.za anele.rululu@ecdode.gov.za ✓
<u>POST 45/279</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE MANAGEMENT (2 POSTS)</u> Chief Director: Cluster A & B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Alfred Nzo West, Ref: DoE-SAEME61/11/2024 Nelson Mandela Bay District, Ref: DoE-SAEM62/11/2024 An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management as recognised by SAQA. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Facilitate Processing of Creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare monthly reconciliation creditors' accounts. Follow up on Creditor Queries arising from Creditors Reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify

		misallocations of funds. Provide expenditure administration services for the district office and section 20 public schools. Analyse expenditure trends and provide technical advisory services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline
<u>ENQUIRIES</u>	:	Mrs Gqoli Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/280</u>	:	<u>STATE ACCOUNTANT: COMPLIANCE, INTERNAL CONTROL AND PRE-AUDIT (5 POSTS)</u> Chief Director: Cluster A & B Director: Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
	:	Alfred Nzo East, REF: DoE-SACICP63/11/2024
	:	Chris Hani East, Ref: DoE-SACICP64/11/2024
	:	OR Tambo Coastal, Ref: DoE-SACICP65/11/2024
	:	Chris Hani West, Ref: DoE-SACICP66/11/2024
	:	OR Tambo Inland, Ref: DoE-SACICP67/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 1-2 years relevant experience in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement departmental internal control policy frameworks and instruments. Implement financial oversight mechanism for section 21 schools and independent schools. Render pre-audit services for expenditure transactions. Provide financial loss and fraud prevention services. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline
<u>ENQUIRIES</u>	:	Mrs Gqoli Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/281</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND REPORTING REF: DOE-SAFAR68/11/2024</u> Chief Director: Cluster A Director: JQ Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07)
<u>REQUIREMENTS</u>	:	Joe Gqabi An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3 - 5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Prepare and submit accurate IYM to Deputy Director. Request a BAS reports after the month closure. Capture the information and 100% accurately into the IYM template issued by the treasury on monthly basis. Capture the realistic projections as required by PFMA and treasury regulations. Submit completed IYM template and BAS reports to the supervisor two days prior the submission date of 15th of every month. Check and ensure that IYM soft copy is submitted to Cluster Office on or before the 15th of every month. Records and file properly all signed IYM's by accounting officer include the emails which serves as confirmation. Perform reconciliations for internally funded projects. Perform reconciliation between BAS, invoices and standard charts of accounts are performed to detect misallocation. Prepare IYM using expenditure per month

		report to report spending to Cluster and Head Office. Monitor expenditure, accruals and commitments against budget allocated using expenditure control commitment report. Report expenditure to unit by holding budget monitoring sessions monthly.
<u>ENQUIRIES</u>	:	Dr Mceleli Tel No: 051 611 0052 E-Recruitment Enquiries: erecruitment@ecd.gov.za
<u>POST 45/282</u>	:	<u>STATE ACCOUNTANT: DISTRICT BUDGET PLANNING (3 POSTS)</u> Chief Director: Cluster B Director: Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole East, Ref: DoE-SADBP69/11/2024 Buffalo City Municipality, Ref: DOE-SADBP70/11/2024 Sara Baartman, Ref: DOE-SADBP71/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 in Financial Accounting/Financial Management. A minimum of 3-5 years in financial or accounting services. Knowledge of the Government Financial System (BAS), Public Finance Management Act and Treasury Regulations. Knowledge of the education sector and financial management at departmental level will be an advantage. Knowledge of financial planning, budgeting, and reporting systems of the state. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Compiling of In Year Monitoring (IYM) report. Supervise the distribution of documents about the budget. Supervise the filing of all documents. Supervise human resources/staff. Allocate and ensure quality of work. Ensure personnel development. Assess staff performance. Apply discipline. Prepare reports
<u>ENQUIRIES</u>	:	Mrs KeseTel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecd.gov.za
<u>POST 45/283</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION (7 POSTS)</u> Chief Director: Cluster A & B Director: Education District
<u>SALARY CENTRE</u>	:	R308 154 – R362 994 per annum (Level 07) Alfred Nzo East, Ref: DoE-HRORS72/11/2024 Alfred Nzo West, Ref: DoE- DoE-HRORS73/11/2024 Chris Hani East, Ref: DoE- DoE-HRORS74/11/2024 Joe Gqabi, Ref: DoE- DoE-HRORS75/11/2024 Amathole East, Ref: DoE-HRORS76/11/2024 OR Tambo Coastal, Ref: DoE-HRORS77/11/2024 Buffalo City Metro, Ref: DoE-HRORS78/11/2024
<u>REQUIREMENTS</u>	:	An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for handling relating to the receiving of applications. Capturing / scheduling of applications. Maintain registry pertaining to applications. Provide secretarial support to recruitment and selection processes. Updating of recruitment database. Explain service contracts and relevant conditions of service to new appointees. Provide support to Assistant Director and the Deputy Director. Compile submissions for contracts extension, appointments, and terminations. Provide recruitment and selection trainings to managers and staff. Perform all human resource functions as directed by the supervisor, compile and submit monthly Recruitment and Selection reports. Provide employee recruitment planning and administration services. Assist to provide selection support services. Assist

		to provide employee appointment administration services. Assist to provide employee and post establishment reconciliation services. Miss BM Madonsela Tel No: 040 608 4228 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>ENQUIRIES</u>	:	
<u>POST 45/284</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PROVISIONING SERVICES REF NO: DOE-HROHRPS79/11/2024</u> Chief Directorate: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Amathole West An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provide substitute educator appointment administration services. Provide employee and post establishment reconciliation services. Provide HR management information services. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager
<u>ENQUIRIES</u>	:	Mr Ncapayi Tel No: 046 645 1179 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/285</u>	:	<u>HUMAN RESOURCE OFFICER: CONDITIONS OF SERVICE (2 POSTS)</u> Chief Directorate: Cluster B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Nelson Mandela Bay District, Ref No: DoE-HROCS80/11/2024 Sarah Baartman, Ref No: DoE-HROCS81/11/2024 An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	supervise and control of Compensation of Employees budgets and resources allocated to the district. Supervise and maintains staff records on annual leave, study leave, sick leave and special leave and advises management and staff on latest developments. Administer conditions of service, remuneration and employee benefits. Ensures that the payment of all benefits (fringe and exits) and allowances is done accurately. Supervise and implement conditions of service and service benefits (Leave, housing, Medical, Injury on duty, Long Service, Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Provide and monitor termination of services. Provide leave administration services.
<u>ENQUIRIES</u>	:	Miss Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/286</u>	:	<u>HUMAN RESOURCE OFFICER: HUMAN RESOURCE PLANNING (2 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) Chris Hani West, DoE-HROHRP82/11/2024 OR Tambo Coastal, DoE-HRHRP83/11/2024 An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in Human Resource Management environment. Computer Literacy. Practical working knowledge of Persal or any HRM related system. A good knowledge and understanding of legal framework

<u>DUTIES</u>	:	governing Human Resources. A Valid Driver's license and willingness to travel is essential. Knowledge of Education Sector will be added advantage Provide human resource management systems administration and compliance services. Coordinate and administer PPN allocations processes within the district. Coordinate person to post matching processes. Provide PERSAL district coordinator support services. Generate PERSAL management reports, initiate corrective action and report thereon. Monitor PERSAL suspense account transactions, imitate corrective action and report thereon. Conduct systems and policy compliance reviews in the district, develop control mechanisms and facilitate corrective action. Render audit support coordination services.
<u>ENQUIRIES</u>	:	Miss BM Madonsela Tel No: 040 608 4228 ✓
<u>POST 45/287</u>	:	<u>ADMIN OFFICER: CIRCUIT MANAGEMENT REF NO: DOE-AOCM84/11/2024</u> Chief Directorate: Cluster A Directorate: Orti Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) OR Tambo Inland An appropriate (3-year) undergraduate NQF 6 / NQF 7 in Human Resource Management/Public Management/ Administration as recognised by SAQA. A minimum of 3-5 years relevant experience in administration environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.
<u>ENQUIRIES</u>	:	Ms Makrwele Tel No: 047 502 4268 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/288</u>	:	<u>SCM OFFICER: DEMAND AND ACQUISITION MANAGEMENT SERVICES REF NO: DOE-SOMAMS85/11/2024</u> Chief Directorate: Cluster A Directorate: ORTC Education District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07) OR Tambo Coastal Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate and advise on the procurement of goods and services. Coordinate and advise on the process of drafting specifications/terms of references and special conditions of contract. Coordinate and execute the quotation and bidding processes, including advertising on open market; receive, evaluate and adjudicate the responses received. Assist in the compilation of annual procurement plan and reporting thereof on a quarterly basis. Ensure prevention of fraud and abuse of the SCM system interventions. Provide support in attending to audit queries within timeframe of Internal and External Audit. Coordinate, review and execute the bidding process, including, but not limited to providing secretarial services to the Bid Committees, compiling bid documents, publishing tender invitations and receiving and opening bid documents. Monitor, analyse and determine actions to ensure compliance with contract management. Report on supply chain management information to internal and external stakeholders. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit.
<u>ENQUIRIES</u>	:	Dr Peyana Tel No: 039 253 6620 Recruitment Enquiries: erecruitment@ecdoe.gov.za

POST 45/289	:	<p>SCM OFFICER: LOGISTIC AND STORES MANAGEMENT REF NO: DOE-SOLSMS86/11/2024 (4 POSTS) Chief Directorate: Supply Chain Management Directorate: Logistics And Disposal Management</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R308 154 – R362 994 per annum (Level 07) Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage.</p>
<u>DUTIES</u>	:	<p>Receive procurement documentation from Internal Control Unit and verify accuracy. Capture and authorize quotations and requisitions including verification of Goods Received Vouchers (GRV). Authorise purchase orders in the system. Analyse and generate LOGIS reports as and when required. Assist with the clearance of commitment and provide commitment analysis reports as and when required. Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Check required information on the quotations. When required register suppliers with active numbers on both systems. Ensure compliance with relevant SCM legislation. Assist in reviewing supply chain management processes, policies and performance and make recommendations to improve the efficiency and effectiveness of the supply chain unit. Supervise junior or production clerks and ensure compliance measures are adhered to.</p>
<u>ENQUIRIES</u>	:	<p>Ms L Lupondwana Tel No: 040 608 4248 E-Recruitment Enquiries:erecruitment@ecdoe.gov.za</p>
POST 45/290	:	<p>SCM OFFICER: CONTRACT MANAGEMENT SERVICES REF NO: DOE-SOMAMS87/11/2024 (2 POSTS) Chief Directorate: Supply Chain Management Directorate: Contract Management Services</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R308 154 – R362 994 per annum (Level 07) Zwelitsha Three-year National Diploma (NQF 6) or undergraduate bachelor's degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Audit. Three (3) years' functional experience in Supply Chain Management at a public entity or government institution. A valid (Code B or higher) driving licence. Knowledge of Education Sector will be added advantage</p>
<u>DUTIES</u>	:	<p>Coordinate the development of Service Level Agreements and ensure that all contracts are duly signed by the delegated authorities. Monitor and evaluate contract performance, supplier performance and financial performance of contracts in line with the Contract Agreements or Service Level Agreements. Update, maintain and monitor the Contract Register of the Department. Facilitate and Coordinate Contract Project Steering Committee. Provide secretariate functions for the Contract Project Steering Committees and ensure proper record keeping. Compile contract performance reports and submit to management and relevant stakeholders. Develop and implement systems to monitor compliance and control in contract management, coordinate improved service delivery. Coordinate, consolidate and compile performance and financial reports for all procurement contracts in the Department. Develop and ensure proper record keeping systems, retention and retrieval of records are implemented in line with departmental policies. Supervise junior staff within the Contracts Management Unit.</p>
<u>ENQUIRIES</u>	:	<p>Ms L Lupondwana Tel No: 040 608 4248 E-Recruitment Enquiries:erecruitment@ecdoe.gov.za</p>

POST 45/291

RISK OFFICER: FRAUD AND ANTI-CORRUPTION REF NO: DOE-ROCRM88/11/2024 (3 POSTS)

Chief Directorate: Internal Audit

Directorate: Compliance And Risk Management

**SALARY
CENTRE
REQUIREMENTS**

R308 154 – R 362 994 per annum (Level 07)

Zwelitsha

A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. Two (2) years functional experience in Anti- Fraud and Anti-Corruption/ Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organised Crime Act. Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Public Service Act (PSA). Public Service Regulation (PSR). Labour Relations Act (LRA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Knowledge of Education Sector will be added advantage.

DUTIES

Implement the departmental anti- fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them under supervision of the Assistant Director. Conduct Investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Develop fraud and corruption prevention policy. Assist in developing and monitoring of the departmental code of ethics. Monitor and report on the management of fraud and corruption. Provide vetting and screening services.

ENQUIRIES

Mr Addae Tel No: 040 608 4200

E-Recruitment Enquiries: erecruitment@ecd.doe.gov.za

POST 45/292

ADMINISTRATION OFFICER: PROJECT COORDINATION REF NO: DOE-ROCRM89/11/2024

Chief Directorate: Executive Governance and Support

Directorate: Executive Support

**SALARY
CENTRE
REQUIREMENTS**

R308 154 – R362 994 per annum (Level 07)

Zwelitsha

An NQF Level 6 Degree as recognized by SAQA, in Public Administration / Management / Business Management as recognised by SAQA. 3 – 5 years' relevant experience in administration. A valid driver's licence is essential. Knowledge requirements: Knowledge and Understanding of the Public Finance Management Act and Public Service Regulations applicable to the Public Service. Proven Supervisor abilities as well as administrative planning and organizational skills. Strategic Thinker who can work with individuals and teams at both management and operational level. Project Management principles and methodologies, Project management information technology. Skills and Competencies: Strategic capability and leadership, Analytical thinking, Innovative and creative, People development and empowerment, Honesty and Integrity and verbal and written Communication. Problem-Solving and Decision-Making skills, Project management skills on a strategic level, Financial Management Skills, Organisational Skills, Ability to work under pressure and results driven. Ability to work under pressure and meet deadlines. A Valid driver's license and willingness to travel. Computer skills (Ms Word, Excel, PowerPoint), problem solving, decision making, interpersonal, attention to detail, assertive. Strong conceptual thinking, honest and ethical. Knowledge of Education Sector will be added advantage.

DUTIES

Develop and maintain an organisational dashboard of all projects. Provide technical advisory services on project management principles and procedures. Provide standard frameworks for DEO's projects management framework. Provide project reporting service to the management of the Department. Coordinate the implementation of strategic initiative programmes and projects such as EPWP, School rationalisation, ICT role out and e-Learning, Promotion of African languages in schools, etc. Manage financial and human resource of the sub-directorate. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

<u>ENQUIRIES</u>	:	Mr Mtshotane Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/293</u>	:	<u>REGISTRY CLERK: CONDITIONS OF SERVICES (7 POSTS)</u> Chief Directorate: Cluster A Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Alfred Nzo West, Ref No: DoE-RCSC90/11/2024 Amathole East, Ref No: DoE-RCSC91/11/2024 Amathole West, Ref No: DoE-RCSC92/11/2024 Buffalo City Municipality, Ref No: DoE-RCSC93/11/2024 Joe Gqabi, Ref No: DoE-RCSC94/11/2024 Nelson Mandela Bay, Ref No: DoE-RCSC95/11/2024 Sarah Baartman, Ref No: DoE-RCSC96/11/2024
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the opening and closing of files according to the applicable record classification system; Filing, storing, tracing and retrieving documents and pending files; Ensuring that index cards are completed; Helping with the allocation of filing numbers; maintain the usage of the franking machine by delegated registry clerks; Franking mail items, recording items of monetary values received through the post and updating the control registers on a daily basis; Do spot checks on postal articles in order to ensure that no private postal articles are franked by mistake; Locking mail in the postal bag for messengers/drivers to deliver to the Post Office; Maintaining remittance register; Recording all valuable articles as prescribed by the applicable laws and policies; Sending wrong remittances received back to senders through registered post and recording reference numbers in the register; Keeping daily record of amount of letters franked; Handling all courier related enquiries; maintaining the sorting and dispatching of mail; Distributing notices on registry issues; Attending to clients; Handling telephonic enquiries on Registry related work; Receiving and registering hand delivered mail and files; Scanning files electronically; Sorting and packaging files for archiving and distribution; Compiling list of documents to be archived and submitting the list to the supervisor; Keeping record of the archived documents;
<u>ENQUIRIES</u>	:	Miss Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/294</u>	:	<u>IT TECHNICIAN (5 POSTS)</u> Directorate: Supply Chain Management & ICT
<u>SALARY CENTRE</u>	:	R308 154 - R362 994 per annum (Level 07) Alfred Nzo East, Ref No: ITT97/11/2024 OT Tambo Coastal, Ref No: ITT98/11/2024 Joe Gqabi, Ref No: ITT99/11/2014 OR Tambo Inland, Ref No: ITT100/11/2014 Nelson Mandela Bay, Ref No: ITT101/11/2014
<u>REQUIREMENTS</u>	:	Matric (Grade 12), PLUS An appropriate 3-year Bachelor's Degree/ National Diploma in Information Communication Technology (ICT) and ComptTIA A+, N, MCSE PLUS minimum of three (3) years' experience in Information and Communication Technology environment. Unendorsed valid Code B driver's license (Code 08). Knowledge: The incumbent of this post will be responsible to provide an effective and efficient server support service. The ideal candidate must: Have knowledge of Labour Relations Act. Possess knowledge of skills Development Act. Knowledge of Public Service Act and Regulations. Have knowledge of Employment Equity Act. Possess knowledge of promotion of Access to Information Act. Knowledge on Security Management Act. Have Knowledge of Occupational Health and Safety Act. Possess knowledge of basic Conditions of Employment Act. Have Knowledge. Possess knowledge of Preferential Procurement Policy Framework Act. Knowledge of Public Finance

		Management Act and Treasury Regulations experience in configuring and troubleshooting.
<u>DUTIES</u>	:	<p>Provide information technology trouble shooting solutions to end users. Provide telephonic troubleshooting or first-line telephonic problem resolution to the end users. Troubleshoot physical LAN (Local Area Network) which includes checking of network data points. Provide basic troubleshooting to Telecommunication, Voice over Internet protocol (VOIP) and ICT infrastructure. Provide hardware and software problem solving. Give feedback to the end users and ensure that the user is satisfied with the resolution of the call. Set up and maintain network hardware and software and wi-fi routers of education facilities. Provide preventative maintenance on desktop related hardware such as scanning for viruses, ensuring that Windows patches are updating and running disk clean-ups. Provide remedial repairs to desktop equipment. Identify and escalate Information Technology infrastructure related concerns that may arise to the Supervisor. Liaise with the appropriate departments and service providers with regards to Information Technology related faults. Provide reports to management on hardware related queries, daily activities and tasks undertaken. Provide information technology technical support. Install application software and operating systems. Provide PC maintenance, upgrading, configuration, and produce technical reports. Install and support systems (Optimis, BAS, PERSAL, Exams, etc). Join computers to domain. Patch and clean computer to viruses. Setup-email, intranet, internet accounts, scanners and network printers. Undertake the installation of desktop and network related hardware (such as LTE routes and network switches) and software which includes the setting up of intranet, internet and email. Maintain a strict control of entry and exit register to the server room. Maintain an access control register. Ensure that only authorized staff are granted access to the server room. Monitor access to the server room. Ensure that the register is correctly completed and signed. Oversee the movement of hardware into and out of the server room. Ensure that the asset processes are adhered to. Notify the district and Information Technology management of any discrepancies and /or recommendations. Receive, attend to, update, resolve assigned incidents and generate incident reports. Monitor the data lines at the Education Facilities. Provide support to the surrounding facilities. Escalate the incident when necessary. Check with the user to ensure that the user is satisfied with the resolution of the call.</p>
<u>ENQUIRIES</u>	:	<p>Mr L Nzube Tel No: (040 608 4200) E-Recruitment Enquiries: Vukile.tokwe@ecdod.gov.za/ anele.rululu@ecdod.gov.za</p>
<u>POST 45/295</u>	:	<p><u>REGISTRY CLERK: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES (2 POSTS)</u> Chief Directorate: Cluster A Directorate: Education District</p>
<u>SALARY CENTRE</u>	:	<p>R216 417 – R242 928 per annum (Level 05) Alferd Nzo East, Ref No: DOE-RCLMAS102/11/2024 Joe Gqabi, Ref No: DOE-RCLMAS103/11/2024</p>
<u>REQUIREMENTS</u>	:	<p>A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.</p>
<u>DUTIES</u>	:	<p>Provide registry counter services, Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence, Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service, Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand</p>

		delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr Harmse Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdod.gov.za
<u>POST 45/296</u>	:	<u>SECRETARY: EDUCATION DISTRICT DIRECTOR OFFICE (4 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District Office
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Alfred Nzo East, Ref No: DoE-SED104/11/2024 OR Tambo Coastal, Ref No: DoE-SED105/11/2024 Buffalo City Metro, Ref No: DoE- DoE-SED106/11/2024 Amathole West, Ref No: DoE-SED107/11/2024
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Provides a secretarial /receptionist support service to the Director as follows: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Types documents for the manager and the other staff within the unit on a word processor. Operate office equipment like fax machines and photocopiers. Provides a clerical support services to the manager. This will entail the following: Liaises with agencies to make travel documents arrangements, Checks the arrangements when the relevant documents are received. Arrange meetings and events for the manager and the staff in the unit. Identifies venues, invites role player, and organizes refreshments and set up schedules for meeting and events. Processes the travel and subsistence claims for unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager. Administers matters like the leave register and telephone accounts. Handles the procurement of standard. Receives records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date about prescript / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director.
<u>ENQUIRIES</u>	:	Miss Madonsela Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdod.gov.za
<u>POST 45/297</u>	:	<u>SCM CLERK: DEMAND AND ACQUISITION MANAGEMENT SERVICES (5 POSTS)</u> Chief Directorate: Cluster A & B Directorate: ANE Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Alfred Nzo East, Ref No: DoE-SCDAMS108/11/2024 Chris Hani East, Ref No: DoE-SCDAMS109/11/2024 OR Tambo Inland, Ref No: DoE-SCDAMS110/11/2024 (2 POSTS) Buffalo City Municipality, Ref No: DoE-SCDAMS111/11/2024
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Coordinate the development of specification, terms of reference and administer quotations / bidding procedures. Provide district demand planning and management support services. Generate orders for procurement of goods and

		services in line with the approved quotations / bid awards. Administer and maintain procurement system. Mr Harmse Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>ENQUIRIES</u>	:	
<u>POST 45/298</u>	:	<u>SCM CLERK: FLEET MANAGEMENT SERVICES (3 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Buffalo City Municipality, Ref No: DoE-SCFMS113/11/2024 Nelson Mandela Bay, Ref No: DoE-SCFMS114/11/2024 Sarah Baartman, Ref No: DoE-SCFMS115/11/2024
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement departmental fleet management policy, procedure and delegations. Administer the provisioning of fleet management services. Provide travel and accommodation administration support service. Provide general clerical support services within the section. Provide financial administration support services in the section. Provide administrative support on control of the departmental transport services. Provide administrative support on the acquisition of subsidized and departmental vehicles. Monitor risk on departmental transport services. Provide secretariat support services for the Transport Committees.
<u>ENQUIRIES</u>	:	Mr Harmse Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/299</u>	:	<u>ADMINISTRATION CLERK: ASSET AND STORES MANAGEMENT (7 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Chris Hani East, Ref No: DoE-ACASM94/11/2024 Joe Gqabi, Ref No: DoE-ACASM116/11/2024 Amathole East, Ref No: DoE-ACASM117/11/2024 Amathole West, Ref No: DoE-ACASM118/11/2024(2 POSTS) Nelson Mandela Bay, Ref No: DoE-ACASM119/11/2024 Sarah Baartman, Ref No: DoE-ACASM120/11/2024
<u>REQUIREMENTS</u>	:	A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.
<u>DUTIES</u>	:	Implement assets and disposal policies, procedure and delegations. Plan and administer the acquisition and optimal utilisation of movable assets and liaising thereof. Maintain and reconcile the district moveable assets register, including internal transfers. Implement loss and damage prevention and other control strategies. Administer disposal management practices. Provide district inventory and store management services.
<u>ENQUIRIES</u>	:	Mr Harmse Tel No: 040 608 4200 E-Recruitment Enquiries: erecruitment@ecdoe.gov.za
<u>POST 45/300</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE MANAGEMENT (6 POSTS)</u> Chief Directorate: Cluster A & B Directorate: Education District
<u>SALARY CENTRE</u>	:	R216 417 – R242 928 per annum (Level 05) Alfred Nzo East, Ref No: DoE-ACEM121/11/2024 Joe Gqabi, Ref No: DoE-ACEM122/11/2024 OR Tambo Inland, Ref No: DoE-ACEM123/11/2024

Buffalo City Mtro, Ref No: DoE-ACEM124/11/2024

Chris Hani West, Ref No: DoE-ACEM125/11/2024

Nelson Mandel Bay Ref No: DoEEM126/11/2024

REQUIREMENTS

: A grade 12 certificate with no experience required. Effective communication skills (written and verbal skills) and a good command of English language. Knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, People Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills. Knowledge of Education Sector will be added advantage.

DUTIES

: Assist in arranging expenditure and budget control meetings and attend such meetings on request. Assist in preparing variety of financial budgetary reports, i.e. Cash Flow Report or IYM monthly. Responsible for capturing budget on Basic Accounting Systems (BAS). Responsible for compilation of journals to correct misallocation and misclassification of expenditure. Provide assistance in the facilitation of reallocation of funds and fund shift. Capture decision in respect of reallocation of funds and fund shift on BAS. Assist in providing correct financial item codes, in order of SCOA, to the end-user. Extract variety of reports from BAS as per request and upon instruction by the supervisor. Assist in drafting budget allocation letters and ensure timely submission to budget holders. Assist and give input during the preparation of regional business and operational plans. Render assistance in relation to general administrative functions as required in management accounting section. Responsible for maintaining effective internal filling system of the section. Render Financial Accounting transactions, Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services, Receive salary advice. Process advice (e.g. check advice for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents Perform Bookkeeping support services, Capture all financial transactions. Clear suspense accounts, Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service, Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.

ENQUIRIES

: Mrs Gqoli Tel No: 0404 608 4200
E-Recruitment Enquiries: erecruitment@ecd.gov.za ✓

POST 45/301

: **DRIVER / MESSENGER – AUXILIARY SERVICES REF NO. DM127/11/2024**
Directorate: Facilities. Security And Knowledge Management

**SALARY
CENTRE
REQUIREMENTS**

: R155 148 - R182 757 per annum (Level 03)
: Zwelitsha – Head Office
: Senior Certificate or with a minimum of 2 years driving experience. A valid C1 driver's license with a PDP. Driving experience acquired in reputable organisation/s with traceable reference/s will be an added advantage. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing of flat tyre), Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedure and processes. Knowledge of government regulations, practice notes, circulars, and policy framework. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of Education Sector will be added advantage.

DUTIES

: Drive light and medium motor vehicles to transport passengers and other items (mail, documents, and assets transferred). Conduct routine maintenance on the allocated vehicles and report defects in time. Complete all the required and prescribed records and logbooks with regards to the vehicle and goods handled. Transport staff members to and from their destination to perform their duties.

ENQUIRIES

: Mr Masoeu Tel No: 0404 608 4200
E-Recruitment Enquiries: erecruitment@ecd.gov.za