

DEPARTMENT OF EDUCATION

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

CLOSING DATE: 18 February 2022. The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday -Thursday and 08:00-16:00 on Friday)

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

APPLICATION INSTRUCTIONS:

Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.



PROVINCE OF THE EASTERN CAPE

CLOSING DATE: 18 FEBRUARY 2022

DEPUTY DIRECTOR GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT

Salary Notch: R1 521 591 per annum (Level 15) The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty

Reference No: **ECDOE DDG-IOM01/02/2022**

Centre: Head Office - Zwelitsha

REQUIREMENTS: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have:

- An appropriate recognized Bachelor's Degree (NQF level 8) in Education Management
- A postgraduate qualification in the above mentioned field will serve as an advantage
- 8-10 years' experience at senior management level within Education Sector
- Appointment at DDG's level is subjected to successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government.
- Must have experience in Education District Management
- Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations
- Good understanding of the PFMA
- Good understanding of the Public Service Regulatory Framework
- Ability to work in cross-functional projects/teams
- Excellent and project management skills
- Good understanding of Government policies and initiatives and the role of information in Government decision-making process
- Demonstrated strategic, operational and project management ability and experience
- Experience in leading and managing transformation, change and diversity
- Solid experience in the Microsoft Office Suite
- A Valid driver's license (with exception of disabled applicants).
- Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management
- Exceptional written, communication skills and report writing skills

KEY RESULTS AREAS: Provide strategic leadership, administration, management and governance support of 2 cluster offices and 12 Education Districts and all institutions therein. Manage performance standards of 2 Cluster Offices and 12 Education Districts. Ensure establishment and maintenance of accountability systems in Cluster Offices, Districts and Circuits in Support of curriculum delivery, assessments, teaching and learning in all institutions. Provision of educational opportunities and access to education. Management of school Functionality programmes. District Improvement Plans and intervention programme in the districts. Support the implementation of Education Transformation Plan of schooling system. Exercise. Ensure coordination of provisioning of quality teaching and learning in public schools. Ensure the coordination of consistent implementation of a standard /uniform mode of operation for schools. Ensure coordination of consistent implementation of corporate service in the Cluster. Manage the coordination on the implementation of norms, standards for HR related policies. Ensure management of physical resources in line with the Division of Revenue Act. Ensure development and resourcing of education institutions. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the determination of school resourcing needs. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Provide strategic leadership in the coordination of Education Operations and delivery oversight. Ensure provisioning of education management information services. Ensure management of school mapping services and coordination of rural education. Manage the promotion of institutional efficiency and quality standards for effective teaching and learning. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: Dr N Mbude (040) 608 7016



PROVINCE OF THE EASTERN CAPE

CLOSING DATE: 18 FEBRUARY 2022

CHIEF DIRECTOR: INTERNAL AUDIT

Salary Package: R1 251 183 per annum (Level 14) The remuneration package consists of a basic salary (70%) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty

Ref: ECDOE CD-IA02/02/2022

Centre: Head Office - Zwelitsha

(This post is designated for youth, women and people with disabilities)

REQUIREMENTS: A qualification (NQF 7) in Auditing or Financial Management as recognised by SAQA • A Certification as a Certified Internal Auditor (CIA), MBA or CA (SA) will be an added advantage • A minimum 5 years' experience at senior managerial level (Director) obtained within governance, risk, compliance or auditing environment Successful completion of the Pre-entry Certificate into the SMS upon appointment. Note: A requirement for appointment at Chief Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. • Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Valid driver's license. Willingness to work extended hours

SKILLS AND COMPETENCIES (at an advanced level required in the following): Extensive knowledge of Internal Audit principles and specifically legal compliance auditing experience. Understanding and knowledge of the PFMA, Treasury Regulations and Public Service Regulatory Framework, International Standards of Professional Practice of Internal Auditing (ISPPA), Policy formulation processes, Policy analysis and development, Computer Assisted Auditing Tools (CAATS) and other BEATS •Communication (both written and verbal).

KEY RESULTS AREAS: Develop a 3 Year Rolling Internal Audit Plan and reviewing the Internal Audit Strategy and Annual Performance Plans • Review the Internal Audit Charter that reflects the scope, responsibility and authority • Initiate awareness of the Internal Audit function within the Eastern Cape Department of Education and other stakeholders through client engagements • Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls. Develop an Internal Audit Annual Performance Plans and report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee • Initiate the updating of the findings register and present to the Audit Committee • Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the regularity, IT, performance, compliance and forensic audits processes • Provide advice and guidance on all audit engagements to be conducted • Provide quality assurance on audit projects and reports prior to issuance, thereof • Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives • Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget • Initiate the development of adequate capacity development to provide for demands pose by stakeholders Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency • Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment • Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

ENQUIRIES: Ms N Ngcingwana (040) 608 7016



PROVINCE OF THE EASTERN CAPE

CLOSING DATE: 18 FEBRUARY 2022

DIRECTOR: EARLY CHILDHOOD DEVELOPMENT

Salary Package: R1 057 326 per annum (Level 13) The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty

Ref: ECDOE D-ECD03/02/2022

Centre: Head Office - Zwelitsha

(This post is designated for youth, women and people with disabilities)

REQUIREMENTS: A Bachelor's degree in Social Work (NQF 7) or Bachelor of Education degree (NQF 7) Majoring in Early Childhood Development. Minimum of five years middle management experience within early childhood development environment. Registration with the Council of Social Workers or Registration with the Council of Educators. Possession of pre-entry certificate into SMS as endorsed by the National School of Government. Ability to provide strategic leadership to the ECD sector including the ECD Function Shift from the Department of Social Development to the Department of Basic Education; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong leadership qualities; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's license

KEY RESULTS AREAS: Promote the importance of early childhood development services, create concrete ways of inter-sectoral collaboration and integration in the early childhood development service delivery within the Provincial Department of Education and Health and may other department or non-governmental organizations contributes to services young children and their families. Establish mechanisms and programme to facilitate development in the early childhood development service delivery in the Province, Provide support and guidance to early childhood development service providers, Ensure that national policies, legislation, strategies and priorities are implemented within the means of the Province, register early childhood development centers(places of care as per section 30 of children's act and related regulations), put mechanisms in place to facilitate the registration of centers in an empowering and developmental way, keep provincial register of all registered early childhood development services, determine the place of care grant(subsidy) as per reregulation 38 of children's Act, payable to early childhood development facilities, monitor the provision of registered and non-registered early childhood development center with specific reference to section 31 of children's Act, cancellation of registration certificate of day care center in terms of section 32 of children Act, provide information on the requirements of the need to notify the Department of nay instance where a child shows repeated bruising or injuries, abuse, neglect or suspected malnutrition. Facilitate integration of service to young children within the provincial department of social development e.g. family preservation and development services, parental/caregiver support services, poverty alleviation programme, child support grant services, services to children affected and infected with HIV/AIDS and their caregivers (orphans and vulnerable children(ovc's) , early childhood services for young children , life skills programme for youth.

ENQUIRIES: Mr. R Tywakadi (040- 608 4200)



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CHIEF ARCHITECT

Salary Package: R912 048 per annum (OSD)

Ref. ECDOE CA04/02/2022

Centre: INFRASTRUCTURE PROGRAMME/PROJECTS DELIVERY (Dora Funded) - Zwelitsha

REQUIREMENTS: An undergraduate qualification (NQF 7) as recognized by SAQA in Architecture. Six years architectural post qualification experience. Compulsory registration with the South African Council for the Architectural Profession. Understanding and experience of the Architectural design process from Project inception to close out. [Minimum 3 years]. Valid driver's license. Computer literacy. Knowledge of Construction Industry Development Board Act of 2000 and Regulations. PFMA/ Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

KEY RESULTS AREAS: Implement, monitor and maintain Infrastructure Programme and Projects, Projects. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

Enquiries: Mr. T Pefole (040-608 4246)

MECHANICAL ENGINEER

Salary Package: R728 829 per annum (OSD)

Centre: INFRASTRUCTURE PLANNING (Dora Funded) - Zwelitsha

Ref. ECDOE ME05/02/2022

REQUIREMENTS: An undergraduate qualification (NQF 7) as recognized by SAQA in Mechanical Engineering (B Eng/Bsc). Three years post qualification experience in mechanical engineering environment. Compulsory registration with ECSA as professional engineer. Valid driver's license. Computer literacy. Knowledge of Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines.

KEY RESULT Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor manage organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across




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operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives

Enquiries: Mr. T Pefole (040-608 4246)



MR. Q. LUTHULI
A/CD: HRM&D

04 February 2022
DATE

