



EASTERN CAPE DEPARTMENT OF EDUCATION

INTERNAL VACANCIES 04 of 22/23

Closing Date: 25 March 2022

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.

NB* All positions within Districts should be directed to Districts as follows:

APPLICATIONS: Forward your application, stating the relevant reference number to:

Alfred Nzo East: HRA, Tel: 039–2510279/ 0063, Fax: 039 – 2510976. Postal Address: P/B X504 Bizana 4800; Alfred Nzo West: HRA, Tel: 039 – 2550005, Postal Address: P/B X 9001 Mount Frere 5090; Amathole East: HRA, Tel: 047- 4911070/ 0646, Postal Address: P/B X3019 Butterworth; Amathole West: HRA, Tel: 046- 6452964. Postal Address: P/B X2041 F.B.T; Buffalo City Metro: HRA Tel: 043-7600862/542 Address: P/B X9007 East London 5200; Chris Hani East: HRA Tel: 047-5481004/1099. Postal Address: P/B X214 Engcobo 5050; Chris Hani West: HRA Tel: 045-8083000 Address: P/B X7053 Queenstown 5320; Joe Gqabi, Address: P/B X 5026 Sterkspruit 9762 Nelson Mandela Bay: HRA Tel: 041-4034402 / 434. Postal Address: P/B X3915 North End Port Elizabeth 6056; OR Tambo Coastal: HRA Tel: 047-5324704. Postal Address: P/B X518 Libode 5160; OR Tambo Inland: HRA Tel: 047- 5024272/4225 Postal Address: P/B X5003 Mthatha 5100; Sarah Baartman: HRA Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280.

- Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable].
- 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 a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. Failure to submit all the requested documents as indicated will result in the application not being considered.
- Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- Suitable 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.
- Where applicable, candidates will be subjected to a skills/knowledge test.
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job
- Applicants must quote the relevant reference number.
- The Department of Education encourages people with disabilities to apply.



PLEASE NOTE: Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.

POSTS

ADMINISTRATION CLERK: MST CONDITIONAL GRANT (2 CONTRACT POSTS)

(Period: 1 April 2022 to 31 March 2023)

Salary Notch: R 176,310 per annum (Level 05)

Programme: MST Conditional Grant

Centre: Provincial Office – Zwelitsha

Reference No: ECDOE-AC 07/03/2022

REQUIREMENTS: Grade 12 certificate and a minimum of two years' experience in a similar environment. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics is essential. Knowledge and understanding of the legislative framework governing the MST Grant is essential. Must have a working knowledge of procurement procedures in terms of the working environment. Skills: Must be computer literate in (MS Word, Excel and PowerPoint) Be fluent in at least 2 official languages of the province. Must have good verbal and written communication skills. Must have good interpersonal skills

KEY RESULT AREA: Render general clerical support services- Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component- Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of goods and services. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component- Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling, accommodation, booking of venues. Provide financial administration support services in the component- Capture and update expenditure in the MST Grant component. Check correctness of subsistence and travel claims of officials and submit to the Manager for approval. Manage the monthly cashflow of the MST Grant.

INTERNSHIP PROGRAMME (761 CONTRACT POSTS)

Period: 24-months/Two years

Salary: A stipend of R6174.90

Centre: As indicated

Reference No: ECDOE-AC 08/03/2022

- 1) The Eastern Cape Department of Education Internship Programme provides an opportunity for graduates/diplomates to gain the necessary application skills, as well as "hands on work" experience in their respective disciplines or fields/ areas of specialization.
- 2) The Interns will be based at Schools, District Offices, Circuit Centers and Head Office in the 12 Education Districts of the Province.
- 3) The department invites individuals who have successfully completed a tertiary qualification (Degree or Diploma) in the following disciplines or fields to apply:



- 4) The incumbent will be required to sign an internship contract, and performance/ work plan agreement.
- 5) Participants who have previously benefitted from the Programme will be disqualified.

Districts	Programme	Requirements (NQF 6-7)	Contact Person
All Districts	District Director Support Staff (02) Per district	ND: Office Management & Technology ND: IT/ ICT	All Districts
Alfred Nzo East	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	prudence.jili@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (12)	Internal Audit District / Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
	Inclusive Education: Special Schools (03) Full-Service Schools (04)	B Social Work/Psychology	



Alfred Nzo West	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	loyiso.mashoai@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (28)	Internal Audit District / Circuit office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
	Inclusive Education: Special Schools (02) Full-Service Schools (04)	B Social Work/Psychology	
Amathole East	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	siyabulela.ndunge@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (29)	Internal Audit District / Circuit Office	



	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
	Inclusive Education: Special Schools (01) Full-Service Schools (04)	B Social Work/Psychology	
Amathole West	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	thembeka.gungutha@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (18)	Internal Audit District / Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	



	Inclusive Education: Special Schools	B Social Work/Psychology	
Buffalo City Metro	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	toto.tsheko@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (20)	Internal Audit District / Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)		
	Inclusive Education: Special Schools (11) Full-Service Schools (09)	B Social Work/Psychology	
Chris Hani East	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	fundile.ngwendu@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (19)	Internal Audit District / Circuit Offices	



	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
	Inclusive Education: Special Schools (01) Full-Service Schools (04)	B Social Work/Psychology	
Chris Hani West	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	ntombekhaya.godana@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (21)	Internal Audit District/ Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	



	Inclusive Education: Full-Service Schools (06)	B Social Work/Psychology	
Joe Gqabi	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	nokulunga.sikithi@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (20)	Internal Audit District/ Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
	Inclusive Education: Special Schools (03) Full-Service Schools (03)	B Social Work/Psychology	
Nelson Mandela Metro	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	mpakamisi.hlekani@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (17)	Internal Audit District/ Circuit Office	



	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages,	
	Inclusive Education: Special Schools (17) Full-Service Schools (04)	B Social Work/Psychology	
OR Tambo Coastal	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	kwezi.dalasile@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (30)	Internal Audit District / Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
		Inclusive Education: Special Schools (03) Full-Service Schools (09)	



OR Tambo Inland	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	linda.matoti@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (27)	Internal Audit District / Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	
	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
	Inclusive Education: Special Schools (04) Full-Service Schools (05)	B Social Work/Psychology	
Sarah Baartman	Finance (4)	BCom Accounting, ND: Cost and Management Accounting, Finance & Information System, Financial Management,	marlene.vanrensburg@ecdoe.gov.za
	Supply Chain (2)	Supply Chain Management, Logistics and Transport Economics, Demand Management	
	IT (2)	Software Development, Support System, Communication Networks	
	Internal Audit (13)	Internal Audit District / Circuit Office	
	Human Resource Administration and Provisioning (2)	Human Resource Management, Industrial Psychology, Labour Relations	



	Human Resource Development (2)	Human Resource Management, Management of Training, Industrial Psychology, Labour Relations	
	Infrastructure (4)	Building, Electrical Engineering	
	Exams (2)	Public Administration, Public Management	
	B(Ed) (08)	B Ed (Foundation Phase, Math's, Sciences, Agriculture, Languages, Accounting, Geography)	
	Inclusive Education: Special Schools (02) Full-Service Schools (06)	B Social Work/Psychology	
Head Office	Office of the Honourable MEC (03)	ND: Journalism/ ND: Public Relations ND: Photography B Communication	zandile.makayi@ecdoe.gov.za
	Office of the Head of Department (04)	ND: Public Management B Comm Accounting ND: IT /ICT	
	Chief Directorate Corporate Strategy (15)	ND: IT/ICT (10) ND: HRM/ Organizational Design (05)	
	Cluster A (03)	ND: Public Management ND: Finance ND: IT	
	Cluster B (03)	ND: Public Management ND: Finance ND: IT	
	Chief Directorate Communication (05)	ND: Journalism/ ND: Public Relations ND: Photography B Communication ND: Events Management ND: Graphic Design	
	Chief Directorate SCM (10)	ND: Public Management ND: Transport Management ND: Logistics ND: Marketing	
	Chief Directorate Employee Relations Labour Relations (10)	ND: HRM & Labour Relations Industrial Psychology B Social Sciences	
	Chief Directorate HRM & D (10)	ND: Management of Training ND: HRM ND: Public Management B Social Sciences	
	Chief Directorate Finance (10)	BCom Accounting, ND: Cost and Management Accounting, Finance &	



		Information System, Financial Management	
	Chief Directorate Internal Audit (05)	Internal Audit	
	Chief Directorate Enterprise Risk Management (10)	B Com Accounting ND: Cost & Management Accounting ND: Risk Management ND: Internal Audit	
	Chief Directorate Curriculum (10)	ND: HRM ND: Public Management B Social Sciences	
	Chief Directorate Exams (10)	Public Administration/Management	
	Early Childhood Development: ECD Centres (13)	Public Administration/Management ND: Office Management	



MR. Q. LUTHULI
ACTING CD: HRM&D

14 MARCH 2022
DATE