

Circular 7 of 2021\_22  
Posted: 26 JULY 2021

## DEPARTMENT OF EDUCATION

### PROJECT OFFICER (CONTRACT)

**(Period: 1 October 2021 to 31 March 2022)**

Salary Notch: R376,596 per annum (Level 9)

Programme: HIV/AIDS Life Skills Conditional Grant

Centre: Provincial Office – Zwelitsha

Ref: ECDOE PO/07/2021

**REQUIREMENTS:** A NQF 7 qualification in Project Management/or related field and at least 3 year's relevant experience in Project Management field. The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license.

**KPA's:** Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plan organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.)

**Post to:** The Director: Human Resources Administration Services, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 Provincial Treasury, Private Bag X0029, Bisho, 5605. **Hand Delivery:** Human Resources Administration, Department of Education, Steve Vukile Complex, Zone 6 Zwelitsha, 3<sup>rd</sup> Floor. **Enquiries: Ms NP Sipahlanga** 040 608 4245

### APPLICATION INSTRUCTIONS:

Applications must be submitted on a New Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV 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). Copies need not be certified when applying for a post. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only whereby it will be expected to submit certified documents. 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). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp, Z83 form must be signed by an original signature). 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. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements welcomes people with disabilities. For SMS post: Females and people with disabilities are encouraged to apply and will be given

# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 07 OF 2021\_22  
CLOSING DATE: 14 AUGUST 2021 @ 13H00

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preference. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results.

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.

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp).
- 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.
- If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
- The Department of Education welcomes people with disabilities.
- All shortlisted candidates will be required to undergo pre-employment screening.
- All the appointments are subject to security vetting results.

**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.**

**FOR SMS POSTS:** Female and people with disabilities are encouraged to apply and are given preference.

**PLEASE FURTHER NOTE:**

**NB:** It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.

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. *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.*

