



/Province of the
CAPE
EDUCATION

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FILE NUMBER: 8/1/4/1/1

INTERNAL ADVERTISEMENT OF VACANT PUBLIC SERVICE ACT STAFF POSTS IN SCHOOLS

CIRCULAR NUMBER 19 AUGUST 2017

- 1) This circular is issued in terms of recruitment measures contained in the Public Service Regulations 2001, regulations 2001, regulation V11 C.2 and in this regard it is important to note that the Public Service is an **EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER**.
- 2) The contents of this circular must without delay be brought to the notice of all eligible candidates. All potential candidates who may qualify for posts in this circular must be notified, even if they are absent from their normal places of work. The Department calls upon all interested eligible candidates to apply for vacancies advertised in this circular.

DIRECTIONS TO CANDIDATES

- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae **must** accompany this form. Applicants **must** quote on their application the number of this circular, post numbers and school where the vacancy is. Only candidates who in all respects meet the advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application has been unsuccessful.
- 4) The application forms must be directed to the relevant District Offices only. A list with addresses of District Offices is attached.
- 5) Applicants requiring additional information are welcome to direct their queries to the following officials:

Mrs NT Sipahlanga 040-6084064
Mr. TK Dimbaza 040-6084548

NOTE!!! No faxed or late applications will be considered.

Closing date: 31 August 2017

SUPERINTENDENT-GENERAL

DATE: 19/08/2017

Post : **Administrative Clerk(8 POSTS)**
Salary Scale : **R152 862 – R180 063**
Salary Notch : **R152 862**
Salary Level : **5**

Requirements and Key Competencies

- Grade 12 certificate with 5 years in administrative experience.
- Diploma will be an added advantage.
- Computer Literacy (MS Word and Excel).
- Knowledge of finances.
- An understanding of Public Finance Management Act (PFMA).
- Basic Conditions of Employment Act.
- An understanding of Government priorities educational policies and Public Service principles.
- An understanding of Public Service principles.
- Good planning skills and be able to work under pressure.
- Willing to work with and for learners with special education needs (disabled learners).
- Good communication and negotiating skills (written and verbal), good customer care.
- Present good telephone etiquette and good interpersonal skills.
- Promote welfare of learners.
- A valid Code 8 (EB) Drivers license will be an added advantage.
- Good customer care.

Responsibilities

- Responsible for assisting unit with administrative duties ,render photocopying and faxing services
- Supervision and control of subordinates; Leave management, Performance management, Records management and Financial management
- Managing subsidies / funds transferred to the school by the department.
- Prepare school budget and initiate procurement processes
- Assist in administration
- Reconcile, balance and prepare monthly and quarterly reports /quarterly financial statements and budget estimates
- Organizing parents meetings and keep minutes of the meetings
- Ordering of text books, stationery, other equipment and distribution of stationery
- Procurement and provisioning of office goods /resources
- Document management such as typing, filling, reception ,scanning, faxing, record keeping of school, staff and learner issues
- Ensure safe keeping of all documentation in the office and answering phones
- Capturing data and keeping data base
- Compilation of general office correspondence such as memorandums, submissions, invitations, notices and letters

DISTRICT	SCHOOL NAME	NO OF POST	REFERENCE NO
EAST LONDON	ARCADIA SPECIAL	1	EDU1159
EAST LONDON	VUKUHAMBE SPECIAL	1	EDU1160
MT FLETCHER	MT FLETCHER SPECIAL	1	EDU1161
MTHATHA	TEMBISA SPECIAL	1	EDU1162
QUEENSTOWN	GALI TEMBANI SPECIAL	2	EDU1163
STERKSPRUIT	ALIWAL NORTH TECH ORIENT	1	EDU1164
MT FRERE	NOLITHA	1	EDU1165
TOTAL		8	

Post : Cleaner(2 POSTS)
Salary Scale : R90 234 – R106 290
Salary Notch : R90 234
Salary Level : 2

Requirements and key competences:

- A minimum of Grade 8/Std 6
- Good communication skills and Good Customer Care
- Acceptance of responsibility and be able to identify learner needs and strengths
- Acceptance of responsibility
- Promote welfare of learners and motivate learners to build self esteem
- Create opportunities for learners to participate in activities
- Ability to learn
- Willingness to work with learners with special education needs (disabled learners)
- An understanding of Public Service principles

Responsibilities:

- Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks
- Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy.
- In the garden dig ,fertilize soil ,plant seeds or transplant seedlings by hand , cultivate, spray ,harvest fruits and vegetables
- Responsible for the removal of refuse for both hostel and school premises
- General domestic duties, like fixing of broken windows, taps, gutters, doors, wheelchairs, lights etc.
- Request ,purchase and control of cleaning material
- Undertake inspections on a daily basis of the neatness of buildings and premises
- Report any damages to property.
- Promote and uphold the rights of children
- Have patience and willingness to support learners unconditionally

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NUMBERS
LIBODE	KING NDLOVUYEZWE NDAMASE SPECIAL	1	EDU1167
LUSIKISIKI	SIGCAU	1	EDU1168
TOTAL		2	

Post : Driver (8 POSTS)
Salary Scale : R107 886 – R127 086
Salary Notch : R107 886
Salary Level : 3

Requirements and key competences:

- A minimum of Grade 10 / Std 8
- A valid driver's license (Code 8/10/14)
- A valid Public Drivers Permit (PDP)
- Good communication skills and Good Customer Care
- Acceptance of responsibility
- Promote welfare of learners
- Ability to learn and motivate learners to build self esteem
- Willingness to work with learners with special education needs (disabled learners) and staff
- An understanding of Public Service principles.
- Proper driving skills
- Understanding Batho Pele principles

Responsibilities:

- Collect and distribute disabled learners to and from their homes, hospital, clinic and town when necessary
- Transport disabled learners, staff and school deliveries and all other school related activities as directed by the principal
- Transport and render physical assistance to learners when necessary
- Maintain and complete log-book daily before and after each trip.
- Keep petrol slips after each trip and sign
- Submit Log Book and petrol slips to the SMT at the end of each month.
- Monitor service schedules for vehicles and road worthiness
- Undertake inspections on a daily basis neatness of the vehicles
- Report any damages to the vehicles
- Promote and uphold the rights of children
- Purchasing and control of cleaning material
- See to it that all school vehicles are parked in the garages of the school at the end of each day

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NUMBERS
EAST LONDON	ARCADIA SPECIAL	1	EDU1169
EAST LONDON	VUKUHAMBE SPECIAL	1	EDU1170

GRAHAMSTOWN	AMASANGO SPECIAL	1	EDU1171
KING WILLIAMS TOWN	ST THOMAS SPECIAL	1	EDU1172
MT FLETCHER	MT FLETCHER SPECIAL	1	EDU1173
MTHATHA	IKWEZI LOKUSA SPECIAL	1	EDU1174
MTHATHA	TEMBISA SPECIAL	1	EDU1175
STERKSPRUIT	AMASANGO SPECIAL	1	EDU1176
TOTAL		8	

Post 5 : Housekeeping Supervisor/Mother/Fathers (21 POSTS)
Salary Scale : R127 851 – R150 606
Salary Notch : R127 851
Salary Level : 4

Requirements and Key Competencies:

- A minimum of Grade 10 / Std 8
- Willingness to work and cater for learners with special education needs (disabled learners)
- Acknowledge the unique needs of learners
- Treat each learner as an individual and respect their differences
- Able to create an accommodative environment to meet the needs of learners
- Avoiding use of language that is biased
- An understanding of Public Service principles.
- Good communication skills, be friendly and have good customer care.
- Ability to work as part of the team
- Promote welfare of learners and motivate learners to build self esteem
- Acceptance of responsibility and be able to identify learner needs and strengths
- Create opportunities for learners to participate in activities
- Have the ability to do the right thing all the time
- Choose to make a difference
- An understanding of Batho Pele Principles

Responsibilities:

- Has a responsibility to take care of learners after school and at night.
- Assist and train disabled learners with dressing, feeding, bath, toilet training, grooming and dressing up
- Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness.
- Apply basic communication skills in interacting with the children.
- Sort out and supply clean linen, clothes and repair clothing of learners
- Observe children all time and take care of them when sick.
- Accepting all learners, irrespective of their physical appearance, abilities, functioning levels, age, race, gender and language etc.

- Has a responsibility to take care of disabled learners during day, after school and at night.
- Have patience and willingness to support learners unconditionally.
- Promote welfare and uphold the rights of disabled learners.
- Assist learners with mobility and orientation in school with hostels.
- Make sure that the learners are on time for school, in proper clean and ironed uniform
- Marking of all children's clothes, shelve packing, keep record of all linen , equipment and supervision over laundry
- Any pressure sores or illness must be reported immediately
- Responsible for stock taking
- Responsible for stock taking, supply, sort out clean linen and clothes to learners
- Escort /accompany sick learners to hospital / clinic and town
- Drawing up of working schedules and making of relief arrangements
- Good communication skills and Good Customer Care
- Control and keep record and registers up to date.

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NUMBERS
EAST LONDON	BAYSVILLE	1	EDU1177
KING WILLIAMS TOWN	ST PATRICS SPECIAL	2	EDU1178
KING WILLIAMS TOWN	ST THOMAS SPECIAL	3	EDU1179
LUSIKISIKI	SIGCAU	1	EDU1180
MALUTI	SIVE SPECIAL	2	EDU1181
MBIZANA	NOMPUMALANGA SPECIAL	1	EDU1182
MBIZANA	VUKUZENZELE SPECIAL	2	EDU1183
MT FRERE	NOLITHA SPECIAL	2	EDU1184
MTHATHA	EFATA SPECIAL	2	EDU1185
MTHATHA	IKWEZI LOKUSA SPECIAL	4	EDU1186
STERKSPRUIT	ALIWAL NORTH TECH ORIENT	1	EDU1187
TOTAL		21	

Post 4 : Food Services Aides(5 Posts)
Salary Scale : R90 234 – R106 290
Salary Notch : R90 234
Salary Level : 2

Requirements and key competences:

- A minimum of Grade 8 / Std 6
- Must be able to communicate
- Sound knowledge of food preparation.
- To promote healthy lifestyles and good nutrition in schools
- Able to draw a healthy and balanced diet

- Willingness to work and cater for learners with special education needs (disabled learners) and staff members
- Ability to learn
- An understanding of Public Service principles
- Acceptance of responsibility and be able to identify learner needs and strengths
- Acknowledge and respect differences in learners with disabilities
- Promote welfare of learners and motivate learners to build self esteem
- Create opportunities for learners to participate in activities
- Have the ability to do the right thing all the time
- Choose to make a difference
- Good communication skills, good customer care

Responsibilities:

- Draw up menu under the guidance of the School Management Team
- Preparing of food (peeling of vegetables)
- See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs
- Cooking all meals for children
- Dishing out food for the learners
- Ensure hygienic handling of food
- Supervise and assist learners during feeding
- Good communication skills and Good Customer Care
- Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and packing
- Ensure safe custody of cooking equipment food staff and eating utensils
- Conduct and keep record of all stock taking for all cooking equipment and eating utensils
- Prevent waste of food and unnecessary wastage of water.
- Report any problems occurring in the kitchen.
- Have patience and willingness to support learners unconditionally

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NUMBERS
EAST LONDON	BAYSVILLE	1	EDU1188
EAST LONDON	KHAYALETHU	1	EDU1189
KING WILLIAMS TOWN	ST THOMAS SPECIAL	1	EDU1190
LUSIKISIKI	SIGCAU	1	EDU1191
MBIZANA	VUKUZENZELE	1	EDU1192
TOTAL		5	

Post 3 : Teacher Aide(10 POSTS)
Salary Scale : R107 886 – R127 086
Salary Notch : R107 886
Salary Level : 3

Requirements and Key Competencies

- A minimum of Grade 10 / Std 8

- Good communication skills and Good Customer Care
- Acceptance of responsibility and be able to identify learner needs and strengths
- Promote welfare of learners and their rights to learn
- Create opportunities for learners to participate in activities
- Ability to learn and motivate learners to build self esteem
- Willingness to work with learners with special education needs (disabled learners)
- An understanding of learners' human rights
- An understanding Public Service principles
- Be able to identify positive aspects or talents of the disabled learners
- Treat the disabled learners with respect and dignity

Responsibilities:

- Provide general support and assistance for teaching and learning in the Resource Class, with special reference to learners with barriers to learning.
- Assist the Resource Class Educator within the class re- classroom organization and management of learners with barriers to learning.
- Supervise class activities and observe learner performance during teaching and learning while the educator teaches a group of learners;
- Work closely with the Resource Class Educator and assist him/her with administrative tasks;
- Read and tell stories to small group of learners (language development programme)
- Listen to groups of learners reading;
- Consolidate sounds and words with small groups of learners (according to directives of Resource Class Educator.
- Support learners in small groups to develop perceptual skills (e.g. activities: puzzle construction, sorting, threading, colour/shape identification, fine & gross motor skills, midline crossing activities, "Brain Gym", posture etc.)
- Consolidate the learners' number concept by using suitable strategies (flash cards, concrete counting activities)
- Support programs of work regarding Life Orientation that enhance learning of learners and provide the teacher with information on the progress of each identified learner;
- Accompany learners on excursions and other activities planned for the Resource Class
- Invigilating learners before school, in classrooms and playground (Jungle Gym) during breaks.
- Assist with physical care of learners and emotional support (comforting and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick.
- Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils.
- Keep the Resource Classroom tidy (in co-operation with learners who have responsibility for the management of their own learning environment)

- Assist with the preparation, distribution, collection and storage of LTSM (Learner and Teaching Support Material) while encouraging learners to participate actively.
- Assist with fundraising efforts

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NUMBERS
EAST LONDON	KHAYALETHU SPECIAL	3	EDU1193
EAST LONDON	PARKLAND SPECIAL	2	EDU1194
GRAHAMSTOWN	AMASANGO SPECIAL	1	EDU1195
GRAHAMSTOWN	KUYASA SPECIAL	1	EDU1196
MBIZANA	ZAMOKUHLE SPECIAL	1	EDU1197
STERKSPRUIT	ALIWAL NORTH TECH ORIENT	1	EDU1198
STERKSPRUIT	AMASANGO SPECIAL	1	EDU1199
TOTAL		10	

Post : Deaf Teaching Assistant (5 Posts)
Salary Scale : R107 886.00 – R 127 086.00
Salary Notch : R107 886.00
Salary Level : 3

Requirements and key competences:

- A minimum of Grade 10 / Std 8
- Deaf Teaching Assistant (DTA) must have South African Sign Language (SASL) qualifications or training.
- She /He should be a fluent SASL have at least a linguistic background.
- Good communication skills and Good Customer Care
- Acceptance of responsibility and be able to identify learner needs and strengths
- Promote welfare of learners and their rights to learn
- Create opportunities for learners to participate in activities
- Ability to learn and motivate learners to build self esteem
- Willingness to work with learners with special education needs (disabled learners)
- An understanding of learners' human rights
- An understanding Public Service principles
- Be able to identify positive aspects or talents of the disabled learners
- Treat the disabled learners with respect and dignity

Responsibilities:

- Co-teach with SASL teacher the grammar, literature and culture of SASL
- Do joint planning for presenting lessons
- Act as a role model for SASL
- Support learners who are struggling with a concept and work individually with learners in order to acquire SASL.

- Assist with the preparation of worksheets
- Assist with setting up a technology needed to present lessons, record learners or do assessments
- Assist with assessing of learners
- After we-cam or video recording, save all material on one central memory stick, hard drive or disc for record purposes
- Assist the SASL teacher in assessing the recordings / expressive signing skills of the learners
- Assist with research on different topics, grammar/linguistics and Deaf culture to be used when presenting classes
- Assist with development of signs where no signs /terminology exist
- Share accountability for the outcomes of the SASL CAPS
- Weekly evaluation of the successes and failures
- Accompany learners on excursions and other activities planned for the Resource Class
- Invigilating learners before school, in classrooms and playground (Jungle Gym) during breaks.
- Assist with physical care of learners and emotional support (comforting and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick.
- Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils.
- Keep the Resource Classroom tidy (in co-operation with learners who have responsibility for the management of their own learning environment)
- Assist with the preparation, distribution, collection and storage of LTSM (Learner and Teaching Support Material) while encouraging learners to participate actively.
- Assist with fundraising efforts

DISTRICT	SCHOOL NAME	NO OF POSTS	REF NUMBERS
MTHATHA	EFATA	2	EDU1200
MALUTI	SIVE	1	EDU1201
KING WILLIAMS TOWN	ST THOMAS	2	EDU1202
TOTAL		5	

ANNEXTURE A

ADDRESSES OF DISTRICT OFFICES:

East London: Mr EG Klaasen Te l: 043-70862/7600542 Address: P/B X 9007 E.L	FortBeaufort Ms P Futshane Te l: 046- 6452964 Fax: 046- 6452783 Address: P/B X 2041 F.B.T	King Willam's Town Mr EG Klaasen Te l: 043- 6043218/6043221/2 Fax: 043- 6425896 Address: P/B X 0055 K.W.T
Ngcobo Mr AT Fetsha Te l: 047-5481004/1099 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050	Qumbu Ms.L.N. Dyodo Te l: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180	Mthatha Ms LN Dyodo Te l: 047- 5024272/4225 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100

Libode Mr V Joseph Te l: 047-5324704 Fax: 047-5323505 Address: P/B 518 Libode 5160	Dutywa Mr T Mxotwa Te l: 047- 4892247/4895044 Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000	Butterworth Mr T Mxotwa Te l: 047- 4911070/4910646 Fax: 047-4910655 Address: P/B X 3019 Butterworth
Cofimvaba Mr AT Fetsha Te l: 047 -8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba	Cradock Mr. HN Godlo Te l: 048 -8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880	Sterkspruit Mr N Magadu Te l: 051- 6111380/6110064 Fax: 051 - 6110043/6342009 Address: P/B X 5026 Sterkspruit 9762
Queenstown Mr H.N. Godlo Te l: 045-8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320	Lady Frere Mr. HN Godlo Te l: 047 -8780009/8780229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410	Mbizana Mr A Mpupu Te l: 039 - 2510279/2510063 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800
MountFletcher Mr N Magadu Te l: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 MountFletcher	Maluti Mr L.E. Mtatyana Te l: 039 - 2560111/2560594 Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730	Lusikisiki Mr V Joseph Te l: 039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820
Graaff Reinet Mr N.R.W. De Bruyn Te l: 049- 8072202 Fax: 049 - 8925281 Address: P/B X 726 Graaff-Reinet 6280	MountFrere Mr. L Mtatyana Te l: 039 - 2550005 Fax: 039 - 2550005 Address: P/B X 9001 MountFrere 5090	Grahamstown Mr De Bruyn Te l: 046- 6229310 Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140
Uitenhage Mr Gorgonzola Te l: 041- 9954000/2 Fax: 041 - 9227659 Address: P/B X 64 Uitenhage 6200	Port Elizabeth Mr Gorgonzola Te l: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915 North End Port Elizabeth 6056	