



Province of the
EASTERN CAPE
EDUCATION

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 *
REPUBLIC OF SOUTH AFRICA * Tel: +27 40 608 4064/4548

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

**INTERNAL ADVERTISEMENT OF VACANT POSTS FOR NATIONAL SCHOOL
NUTRITION PROGRAMME.**

CIRCULAR NUMBER 20 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: 15 September 2017

SUPERINTENDENT - GENERAL

DATE: 31/08/2017

POST COORDINATOR/SENIOR EDUCATION SPECIALIST
SALARY LEVEL 09
SALARY SCALE R334 545 – R404 121
SALARY NOTCH R334 545
CENTRE Fort Beaufort(Ref:EDU168), King Williams Town(Ref: EDU169),
Libode(Ref: EDU 170),Mt Frere (Ref:EDU171)

Requirements: A recognized three year qualification which must include appropriate training as an educator and 5 years teaching experience. The candidate must be in possession of a valid driver's license and be computer literate. The candidate must be registered with SACE.

Additional Requirements: A relevant post graduate degree will be an added advantage. A minimum of four years experience in National School Nutrition Programme(NSNP) field. An extensive knowledge of Conditional Grant Framework, Treasury Regulations and Public Finance Management Act. Project Management, Human Resource, Supply Management and Financial Management skills. Cogent verbal and communication skills and ability to communicate and present to a wide spectrum of stakeholders. Undergone training on the Monitoring Reporting Responding (MRR) implementation.

Responsibilities: Oversees programme implementation in the District. Implementation of Monitoring Reporting and Responding (MRR) as well as compiling Key Performance Indicator (KPI). In loco school visits to verify school feeding performance. Appointment, training and general administration of Food Handlers. Monitoring of supplier performance and food quality inspection. Administration of comprehensive monthly performance and financial reports of a large number of schools in the District. Attend regular provincial planning and reporting meetings. Reporting to the District Director through the CES – ESSS. Added responsibilities with respect of a decentralized procurement and payment model. CSTL implementation. Encourage schools in the establishment of Food Production Initiatives. Manage and supervise the performance of staff members and ensure appropriate training and development. Fleet management of the NSNP Directorate. Reconciliation of reports from Schools and preparation/presentation of the quarterly reports in the Provincial Accountability Meetings.

POST ADMINISTRATIVE OFFICER/MONITOR(12 MONTH CONTRACT)
DESCRIPTION NSNP
SALARY LEVEL 7
SALARY SCALE R211 194 – R248 781
SALARY NOTCH R211 194
CENTRE MTHATHA(EDU172),LIBODE(EDU173), PORT
ELIZABETH(EDU174), KING WILLIAMS TOWN(EDU175,
FORT BEAUFORT(EDU176), UITENHAGE(EDU177)
COFIMVABA(EDU178) (7 POSTS)

Requirements: An appropriate B Degree or National Diploma or equivalent qualification. Three years relevant experience in programme management/ administrative environment. Competency in the application of MS Office/Excel application. Knowledge of financial administration practices as it relates to a support programme. A valid driver's licence.



Competencies: Good communication skills. Computer literacy. Report writing. Ability to analyze narrative and expenditure reports. An understanding of the PFMA and DORA in the context of administering a Conditional Grant. An understanding of the decentralized National Schools Nutrition Programme(NSNP) delivery model. An understanding of the programme monitoring and report processes.

Responsibilities: Conduct in loco visits to schools to monitor, evaluate and report on compliance with the National Schools Nutrition Programme(NSNP) norms and standards. Provide technical support to school management teams to resolve identified non-compliance issues. Facilitate the development and implementation of development programmes for Food Handlers. Analyse monthly reports from National Schools Nutrition Programme and assist the district National Schools Nutrition Programme coordinator to report on the performance of the District Programme. Provide technical support to and facilitate processes to enable members of School Management Teams to administer the NSNP at a school level. Report instances of maladministration.

ANNEXTURE A

ADDRESSES OF DISTRICT OFFICES:

<p>East London:</p> <p>Mr EG Klaasen</p> <p>Te l: 043-70862/7600542</p> <p>Address: P/B X 9007 E.L 5200</p>	<p>Fort Beaufort</p> <p>Ms Futshane</p> <p>Te l: 046- 6452964</p> <p>Fax: 046- 6452783</p> <p>Address: P/B X 2041 F.B.T 5720</p>	<p>King Willam’s Town</p> <p>Mr EG Klaasen</p> <p>Te l: 043- 6043218/6043221/2</p> <p>Fax: 043- 6425896</p> <p>Address: P/B X 0055 K.W.T 5600</p>
<p>Ngcobo</p> <p>Mr AT Fetsha</p> <p>Te l: 047-5481004/1099</p> <p>Fax: 047-5481139</p> <p>Address: P/B X 214</p> <p>Engcobo 5050</p>	<p>Qumbu</p> <p>Ms.L.M Dyodo</p> <p>Te l: 047- 5420210 / 12</p> <p>Fax: 047-5530180</p> <p>Address: P/B X 466</p> <p>Qumbu 5180</p>	<p>Mthatha</p> <p>Ms LM Dyodo</p> <p>Te l: 047- 5024272/4225</p> <p>Fax: 047-5323339</p> <p>Address: P/B X 5003</p> <p>Mthatha 5100</p>
<p>Libode</p> <p>Mr V Joseph</p> <p>Te l: 047- 5324704</p> <p>Fax: 047-5323505</p>	<p>Dutywa</p> <p>Mr T Mxotwa</p> <p>Te l: 047- 4892247/4895044</p> <p>Fax: 047-4891148</p>	<p>Butterworth</p> <p>Mr T Mxotwa</p> <p>Te l: 047- 4911070/4910646</p> <p>Fax: 047-4910655</p>

Address: P/B 518 Libode 5160	Address: P/B X 1203 Dutywa 5000	Address: P/B X 3019 Butterworth 4960
Cofimvaba Mr AT Fetsha Te l: 047 -8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba 5380	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. RH Godlo Te l: 047 -8780009/8780229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410	Mbizana Mr A Mpuphu Te l: 039 – 2510279/2510063 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800
Mount Fletcher Mr N Magadu Te l: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 Mount Fletcher	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	Mount Frere Mr. L Mtatyana Te l: 039 - 2550005 Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Grahamstown Mr NRW De Bruyn Te l: 046- 6229310 Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140
Uitenhage Mr E Gorgonzola Te l: 041- 9954000/2 Fax: 041 - 9227659 Address: P/B X 64	Port Elizabeth Dr N. Ntsiko Te l: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915	

Uitenhage 6200	North End Port Elizabeth 6056	
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building blocks for growth.



Ikamva eliqaqambileyo!

