



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

THE EASTERN CAPE DEPARTMENT OF EDUCATION HAS THE FOLLOWING INTERESTING VACANCIES AVAILABLE.

CIRCULAR NUMBER 22 SEPTEMBER 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 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 Head Office - Zwelitsha for the attention of Director: Human Resource Administration.
- 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: 27 September 2017

SUPERINTENDENT - GENERAL

DATE: 06/09/2017



POST: DEPUTY CHIEF EDUCATION SPECIALIST
DESCRIPTION: RESOURCE TARGETING AND SYSTEMS PLANNING – EMIS
SALARY SCALE: R453 246 – R887 571
SALARY NOTCH: R453 246
SALARY LEVEL:10
CENTRE: HEAD OFFICE-EAST LONDON (1 POST)(Ref EDU179)

Requirements: An appropriate recognized three-year qualification(RQV14), which includes a professional teacher education. Minimum of 7 years experience in the educational field. Registration with SACE as a professional educator. A thorough knowledge of educational policies and other legislation impacting on the education sector. Good written and verbal communication skills. Computer skills, good analytical and report writing skills. Valid driver's license. **Knowledge and experience of the following is required:** Knowledge and practical experience of school administration systems, specifically SASAMS. Data analysis, Data integration, Data security, Data warehousing, SQL Server 2014 & 16, MS Access, MS Excel, MS Server. SASAMS technical support. **Responsibilities:** Developing and maintaining an operational Data Warehouse. Provision of technical support to schools in respect of electronic school administration systems. Plan, coordinate and monitor the implementation of the Data Driven Districts(DDD) initiative. Monitor the quality of data received by schools and assist with the development and implementation of strategies to improve data quality. Develop a communication strategy to inform schools of the submitted data quality. Develop and maintain business processes to improve data submissions from schools and district offices. Train district officials on electronic school management and reporting systems.

POST: SENIOR EDUCATION SPECIALIST – DATA COLLECTION
DESCRIPTION: EMIS AND POLICY IMPLEMENTATION
SALARY SCALE: R367 773 – R836 139
SALARY NOTCH: R367 773
SALARY LEVEL: 9
CENTRE: HEAD OFFICE- EAST LONDON (2 POSTS)(Ref EDU180)

Requirements: An appropriate recognized three-year qualification(RQV14), which includes a professional teacher education. Minimum of 6 years experience in the educational field. Registration with SACE as a professional educator. A thorough knowledge of educational policies and other legislation impacting on the education sector. Good written and verbal communication skills. Computer skills, good analytical and report writing skills. Valid driver's license. **Proven track record in:** Mathematics/Statistics, Data analysis, SASAMS, Data integration, Data security. **Knowledge and experience of the following in strongly recommended:** Knowledge and practical experience in school administration systems, Working extensively with Excel data reports. MS Access and/or SQL Server. **Responsibilities:** Collect data through the use of data mining techniques. Engage in high level data analysis to support decision-makers at all levels. Produce statistical reports and multi-year analysis. Develop and measure education indicators to measure the performance of the provincial education system and produce annual statistical reports for public accountability. Data management, including the management and collection of SASAMS/LURITS data. Provide reports for planning and decision making. Assist with the quality assurance of collected data.

POST: SENIOR EDUCATION SPECIALIST
DESCRIPTION: EMIS AND POLICY IMPLEMENTATION
SALARY SCALE: R367 773 – R836 139
SALARY NOTCH: R367 773
SALARY LEVEL: 9
CENTRE: PORT ELIZABETH (1 POST)(Ref EDU181)

Requirements: An appropriate recognized three-year qualification(RQV14), which includes a professional teacher education. Minimum of 6 years experience in the educational field. Registration with SACE as a professional educator. A thorough knowledge of educational policies and other legislation impacting on the education sector. Good written and verbal communication skills. Computer skills, Good analytical and report writing skills. Valid driver's license. **Proven track record in:** Data analysis, SASAMS(South African Schools Administration Management System), Data integration, Data security. **Knowledge and experience of the following in strongly recommended:** Knowledge and practical experience in school administration systems, Working extensively with Excel data reports, MS Access and? or SQL Server.

Responsibilities: Duties will include the planning, coordination, implementation and training of schools on electronic school administration systems such as SASAMS & Data Driven Districts. Further duties will also include supporting the district with statistical reports and interpretation of statistical reports. Establish clear channels of communication with schools and other stakeholders. Collects, analyse and translate data and information into knowledge for planning, decision making and reporting purpose. Manage, monitor and coordinate the collection of SASAMS/LURITS/Data Driven Districts and datasets and ensure the smooth flow and acquisition of data. Manage, quality control and assurance of data. Coordinate training on the SASAMS system and related tools to schools and other relevant stake holders. Ensure the overall management of the unit, including planning, budgeting and delivery of activities needed from the unit. Provide technical support to schools on matters relevant to the post.

POST: CHIEF EDUCATION THERAPIST(OCCUPATIONAL) GRADE1-LSPID
DESCRIPTION: RESOURCE TARGETING AND SYSTEMS PLANNING-EMIS
SALARY SCALE: R414 069 – R459 558
SALARY NOTCH: R414 069
CENTRE: HEAD OFFICE-EAST LONDON (1 POST)(Ref EDU182)

Requirements: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. They should be registered with the South African Council of Educators(SACE) have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability(LSPID). The job involves travelling and therefore a valid drivers license is a requirement. The applicant must have advanced computer skill.

Responsibilities: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis.

Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres, provision of relevant therapeutic intervention to learners and families, monitoring and reporting on these learners progress, training caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme for LSPID, monitoring and reporting on the implementation of the learning programme in designated schools and care centres, advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

POST: CHIEF EDUCATION THERAPIST(PHYSIOTHERAPIST) GRADE1-LSPID(1 YEAR RENEWABLE CONTRACT)

DESCRIPTION: INCLUSIVE EDUCATION

SALARY SCALE: R414 069 – R459 558

SALARY NOTCH: R414 069

CENTRE: HEAD OFFICE-EAST LONDON (1 POST)(Ref EDU183)

Requirements: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as an Physiotherapist. They should be registered with the South African Council of Educators(SACE) and have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability(LSPID). The job involves travelling and therefore a valid drivers license is a requirement. The applicant must have advanced computer skill.

Responsibilities: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres, provision of relevant therapeutic intervention to learners and families, monitoring and reporting on these learners progress, training caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme for LSPID, monitoring and reporting on the implementation of the learning programme in designated schools and care centres, advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

POST: EDUCATION PSYCHOLOGIST GRADE 1-LSPID(1 YEAR RENEWABLE CONTRACT)

DESCRIPTION: INCLUSIVE EDUCATION

SALARY SCALE: R414 069 – R459 558

SALARY NOTCH: R414 069

CENTRE: HEAD OFFICE-EAST LONDON (1 POST) (Ref EDU183)

Requirements: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as Psychologist. They should be registered with the South African Council of Educators(SACE) and have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability(LSPID). The job involves travelling and therefore a valid drivers license is a requirement. The applicant must have advanced computer skill.

Responsibilities: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres, provision of relevant therapeutic intervention to learners and families, monitoring and reporting on these learners progress, training caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme for LSPID, monitoring and reporting on the implementation of the learning programme in designated schools and care centres, advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

POST: CHIEF EDUCATION THERAPIST(SPEECH LANGUAGE) GRADE1-LSPID(1 YEAR RENEWABLE CONTRACT)

DESCRIPTION: INCLUSIVE EDUCATION

SALARY SCALE: R414 069 – R459 558

SALARY NOTCH: R414 069

CENTRE: HEAD OFFICE-EAST LONDON (1 POST)(Ref EDU184)

Requirements: Applicants must be in possession of an appropriate qualification that allows registration with the HPCSA as a speech language therapist. They should be registered with the South African Council of Educators(SACE) and have knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability(LSPID). The job involves travelling and therefore a valid drivers license is a requirement. The applicant must have advanced computer skill.

Responsibilities: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres,

provision of relevant therapeutic intervention to learners and families, monitoring and reporting on these learners progress, training caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme for LSPID, monitoring and reporting on the implementation of the learning programme in designated schools and care centres, advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

POST: SENIOR EDUCATION SPECIALIS GRADE1-LSPID(1 YEAR RENEWABLE CONTRACT)
DESCRIPTION: INCLUSIVE EDUCATION
SALARY SCALE: R367 773 – R836 139
SALARY NOTCH: R367 773
CENTRE: HEAD OFFICE-EAST LONDON (Ref EDU185)

Requirements: Applicants must be in possession of a recognised three-year qualification(RQV14) which must include appropriate training as an educator. They should be registered with the South African Council of Educators(SACE) as professional educator and 6 years experience in the education field. The incumbent must have in depth knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability(LSPID). The job involves travelling and therefore a valid drivers license is a requirement. The applicant must have advanced computer skill.

Responsibilities: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/care centres, provision of relevant therapeutic intervention to learners and families, monitoring and reporting on these learners progress, training caregivers on learning programme for LSPID, monitoring and reporting caregivers implementation of the learning programme for LSPID, training and supporting teachers, on learning programme for LSPID, monitoring and reporting on the implementation of the learning programme in designated schools and care centres, advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided. The incumbent may also be required to provide support to other learners in the community as and when needed.

POST ADMINISTRATIVE OFFICER/MONITOR(12 MONTH CONTRACT)
DESCRIPTION NSNP
SALARY LEVEL 7
SALARY SCALE R226 611 – R266 943
SALARY NOTCH R226 611
CENTRE QUMBU(1 POST) (REF EDU186)

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.