



Physical Address: Steve Vukile Tshwete Education Complex, Zone 6' Zwelitsha.
Postal Address : Private Bag X0032, Bhisho. 5605. REPUBLIC OF SOUTH AFRICA
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The Eastern Cape Department of Education has the following interesting vacancies available.

Circular Number 28 of October 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) **Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office-Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605 and to the relevant District Director for positions in Districts.** 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: 17 November 2017

Superintendent General

Date

- General requirements for CES, DCES and SES posts: A recognized three-year qualification (REQV 14) which must include appropriate training as an educator. Eight years teaching experience for CES, seven years teaching experience for DCES and six years teaching experience for SES. A valid driving license. Registration with SACE. Computer literacy.
- **SALARY SCALE CES** : All Inclusive package of R812 724 – R1 259 022pa.(Salary level 12)
- **SALARY SCALE DCES** : R453 246 – R887 571 pa.(Salary level 10)
- **SALARY SCALE SES** : R367 773– R836 139 pa.(Salary level 9)

POST : **CHIEF EDUCATION SPECIALIST-MARKING AND FEEDBACK PROCESS MANAGEMENT**

DESCRIPTION CENTRE : **ASSESSMENT AND EXAMINATIONS HEAD OFFICE – ZWELITSHA (1 Post) (EDU 277)**

REQUIREMENTS : A minimum of 5 years management experience relating to public examinations. Applicant must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to marking and feedback process. Extensive and sound knowledge of education policies relating to the FET and GET band, with particular reference to curriculum, assessment and examinations. In-depth knowledge of examination systems and the challenges relating to these systems. In-depth knowledge and experience in marking processes and feedback in large systems of examinations and assessment. Training experience. Ability to manage teams of people coming from diverse backgrounds. Good communication and report writing skills. Good computer skills including MS Word, MS Excel, MS PowerPoint and MS Access. Project Management will serve as an advantage. Ability to work under pressure. A valid driver's license and willingness to travel.

DUTIES : The incumbent will be responsible for the coordination and management of the National Senior Certificate and Senior Certificate examination, GET Assessments systems at a provincial level and this will entail: Mediation of standards relating to marking and feedback systems across the 12 districts in line with national standards. The coordination of the marking and feedback processes across the 12 districts. Improving the recruitment, selection, screening, training of markers at provincial level. Monitor and coordinate the evaluation, selection and administration of marking centres. Manage and administer the safe custody of candidates written scripts, mark sheets and coordinate re-check and re-mark programmes. Facilitate the processes of inter-provincial scripts marking and inter-examination bodies marking related activities. Conducting, monitoring and facilitation of the training programmes of marking center management, efficiency of chief markers, internal moderators at provincial level. Managing the appointment, training and deployment of marking centre personnel. Consolidating the provincial report on marking processes and feedback management. Improving the making processes operations to comply with modern ICT developments.

POST : **CHIEF EDUCATION SPECIALIST: LANGUAGES, ARTS & CULTURE, SERVICES & SOCIAL SCIENCES**

DESCRIPTION CENTRE : **CURRICULUM MANAGEMENT(FET) HEAD OFFICE-ZWELITSHA (1 POST) (EDU 278)**

REQUIREMENTS : The incumbent should have extensive knowledge of and insight into education policies and legislation of the Further Education and Training(FET) Phase. A thorough understanding of background, principles and methodologies underpinning the National Curriculum Statements(NCS) including the Curriculum Assessment Policy Statement(CAPS). Sound knowledge of issues, challenges and initiatives, pertaining to the teaching and learning and promotion and progression in South Africa is essential. An Understanding of transformational issues in education, Strategic Planning, Problem Solving, Project Management, Presentation/Facilitation skills, Report writing skills, HR Management, analysis of performance and interpretation of data. A researcher, supervisor with sound human relation and interpersonal skills. Ability to work under

DUTIES : pressure both independently and in a team. Proven leadership, networking, consultation and advocacy skills. Management and control of allocated budget.
 : Manage all curriculum related programmes and activities in the Further Education and Training(FET) Phase, capable of strategic leadership in the education system. Strategic management of the curriculum in terms of legislation and policy for the FET Band. Monitor, evaluate and appraise the implementation of curriculum and assessment. Conceptualize, design and manage projects for the Phase including the Language Framework, Management of School Based Assessment(SBA), and Subject Committees. Oversee and monitor CAPS implementation in districts and schools, including learner improvement strategies. Leadership in Curriculum Planning according to Strategic Goals and National Mandates. Management of curriculum and administrative personnel at Provincial Office, including PMDS. Co-ordinates In- Service Training programmes for all subjects in the fields. Facilitates the interpretation of existing and new curriculum policies. Budgets and exercises procurement and financial control measures over all activities within the phase. Networking with other educational directorates, non-governmental organizations and relevant stakeholders. Review and analyse the impact of policies in the Province and provides feedback. Facilitates the development and implementation of Improvement Strategies.

POST DESCRIPTION CENTRE : **CHIEF EDUCATION SPECIALIST: GET CURRICULUM (FOUNDATION PHASE)**
 : **CURRICULUM MANAGEMENT**
 : **HEAD OFFICE-ZWELITSHA (1 POST) (EDU 279)**

REQUIREMENTS : The incumbent should have extensive knowledge of and insight into education policies and legislation for the General Education and Training(GET) Phase. A thorough understanding of background, principles and methodologies underpinning National Curriculum Statements(NCS) including Curriculum Assessment Policy Statement(CAPS). Sound knowledge of issues, challenges and initiatives, pertaining to the teaching and learning, and promotion and progression in South Africa is essential. An understanding of transformational issues in education, Strategic Planning, Problem Solving, Project Management, Presentation/Facilitation and Report Writing Skills, Human Resource Management, Analysis of performance and interpretation of data. A researcher, supervisor with sound human relation and interpersonal skills. Ability to work under pressure both independently and in a team. Proven leadership, networking, consultation and advocacy skills. Management and control of allocated budget. Computer literacy(MS Office Suite, Excel, PowerPoint and MS Outlook).

DUTIES : Manage all curriculum related programmes and activities in the Intermediate and Senior Phases, capable of strategic leadership in the education system. Strategic management of the Curriculum in terms of legislation and policy for the GET Band. Monitor, evaluate and appraise the implementation of curriculum and assessment. Conceptualize, design and manage projects for the Phases including the Language Framework, Maths, Science and Technology Strategy, Management of School Based Assessment(SBA) and Subject Committees. Oversees and Monitors CAPS implementation in districts and schools. Leadership in Curriculum Planning according to Strategic Goals and National Mandates. Management of curriculum and administrative personnel at Provincial Office, including PMDS, Co-ordinates In-Service Training programmes for all subjects in the two(2) Phases. Facilitates the interpretation of existing and new curriculum policies. Budgets and exercises procurement and financial control measures over all activities within the Phases. Networking with other educational directorates, non-governmental organizations and relevant stakeholders. Review and analyse the impact of policies in the Province and provides feedback. Facilitates the development and implementation of Improvement Strategies.

POST DESCRIPTION CENTRE : **CHIEF EDUCATION SPECIALIST: GET CURRICULUM(INTERSEN)**
 : **CURRICULUM MANAGEMENT**
 : **HEAD OFFICE-ZWELITSHA (1 POST) (EDU 280)**

REQUIREMENTS : The incumbent should have extensive knowledge of and insight into education policies and legislation for the General Education and Training(GET) Phase. A thorough understanding of background, principles and methodologies underpinning National Curriculum Statements(NCS) including Curriculum Assessment Policy Statement(CAPS).

Sound knowledge of issues, challenges and initiatives, pertaining to the teaching and learning, and promotion and progression in South Africa is essential. An understanding of transformational issues in education, Strategic Planning, Problem Solving, Project Management, Presentation/Facilitation and Report Writing Skills, Human Resource Management, Analysis of performance and interpretation of data. A researcher, supervisor with sound human relation and interpersonal skills. Ability to work under pressure both independently and in a team. Proven leadership, networking, consultation and advocacy skills. Management and control of allocated budget. Computer literacy(MS Office Suite, Excel, PowerPoint and MS Outlook).

DUTIES : Manage all curriculum related programmes and activities in the Intermediate and Senior Phases, capable of strategic leadership in the education system. Strategic management of the Curriculum in terms of legislation and policy for the GET Band. Monitor, evaluate and appraise the implementation of curriculum and assessment. Conceptualize, design and manage projects for the Phases including the Language Framework, Maths, Science and Technology Strategy, Management of School Based Assessment(SBA) and Subject Committees. Oversees and Monitors CAPS implementation in districts and schools. Leadership in Curriculum Planning according to Strategic Goals and National Mandates. Management of curriculum and administrative personnel at Provincial Office, including PMDS, Co-ordinates In-Service Training programmes for all subjects in the two(2) Phases. Facilitates the interpretation of existing and new curriculum policies. Budgets and exercises procurement and financial control measures over all activities within the Phases. Networking with other educational directorates, non-governmental organizations and relevant stakeholders. Review and analyse the impact of policies in the Province and provides feedback. Facilitates the development and implementation of Improvement Strategies.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST – TECHNICAL SUBJECTS(ELECTRICAL AND MECHANICAL TECHNOLOGY**
CENTRE : **HEAD OFFICE – ZWELITSHA (1 POST) (EDU 281)**

REQUIREMENTS : Relevant managerial experience in the subject will be advantageous.
Competencies: Sound knowledge and understanding of the NQF,CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education(OBE) and Outcomes Based Assessment. Experience in the development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to strict time frames.

DUTIES : Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Coordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Co-ordinate the maintenance, development, support and administration of the subject at provincial and district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the implementation and support of teacher and subject advisor training and support courses, on-site support visits, etc., to ensure effective planning, decision-making, monitoring and implementation of CAPS.

POST : **SENIOR EDUCATION SPECIALIST: CURRICULUM MANAGEMENT(FET)**

REQUIREMENTS : Major in the Subject/Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.
Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education(OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the FET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

RESPONSIBILITIES : Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Plan and organize regular meeting/workshops/seminars/training and support courses for teachers. Conduct regular on-site school support visits for school and teachers in the subject/subject field. Co-ordinate the maintenance, development, support and administration of the subject at provincial district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilization of extra LTSM. Develop support programmes and materials to address identified curricular needs of teachers. Ensure effective planning, monitoring, implementation and support of teacher and support monitoring and implementation of CAPS.

CENTRE :

SENIOR EDUCATION SPECIALIST(S)	FET PHASE	REFERENCE
Mathematics and Mathematical Literacy	Maluti	EDU 282
	Dutywa	EDU 283
	Fort Beaufort	EDU 284
	Mthatha	EDU 285
	Lady Frere	EDU 286
Physical Sciences(3)	Lusikisiki	EDU 287
	Fort Beaufort	EDU 288
	Libode	EDU 289
Afrikaans Home Language & First Additional Language (2)	Lady Frere	EDU 290
	Port Elizabeth	EDU 291
	Cradock	EDU 292
Isixhosa(2)	Mt Frere	EDU 293
	Lusikisiki	EDU 294
Geography (2)	King Williams Town	EDU 295
	Lady Frere	EDU 296
History (6)	East London	EDU 297
	Grahamstown	EDU 298
	Graaff-Reinet	EDU 299
	Ngcobo	EDU 300
	Dutywa	EDU 301
	Mthatha	EDU 302
Agricultural Sciences (6)	Cofimvaba	EDU 303
	Mbizana	EDU 304
	Mt Frere	EDU 305
	Cradock	EDU 306
	Maluti	EDU 307
	Mt Fletcher	EDU 308
Life Sciences (5)	Cofimvaba	EDU 309
	Fort Beaufort	EDU 310
	Mt Fletcher	EDU 311
	Port Elizabeth	EDU 312
	Lusikisiki	EDU 313
Services Subjects (3)	King Williams Town	EDU 314
	Port Elizabeth	EDU 315
	Graaff-Reinet	EDU 316
	Lusikisiki	EDU 317
Cat & It (3)	East London	EDU 318
	Uitenhage	EDU 319
	Sterkspruit	EDU 320
	Mbizana	EDU 321
BCM (Accounting, Business Studies & Economics) (4)	Qumbu	EDU 322
	Grahamstown	EDU 323

	Butterworth	EDU 324
Life Orientation (1)	Ngcobo	EDU 325
Religion Studies (1)	Uitenhage	EDU 326

POST : **SENIOR EDUCATION SPECIALIST: CURRICULUM MANAGEMENT(GET)**

REQUIREMENTS : Major in the Subject/Subject Field applying for. Experience as a Head of Department in the relevant subject will be advantageous.
Competencies: Sound knowledge and understanding of the NQF, CAPS and the NCS in the relevant phase. A thorough understanding of the principles and teaching methodology underpinning Outcomes Based Education(OBE) and Outcomes Based Assessment. Experience in the development of curriculum materials. Knowledge of National and Provincial curriculum development practices. Proven experience in project management. Proven track record of subject knowledge and expertise in the GET Phase. Good management and leadership skills. Excellent communication, reporting, facilitation and presentation skills. Ability to adhere to strict time frames.

RESPONSIBILITIES : Provide provincial leadership for the co-ordination, development and implementation of the subject requirements in the relevant phase. Co-ordinate the establishment and maintenance of Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the subject. Plan and organize regular meeting/workshops/seminars/training and support courses for teachers. Conduct regular on-site school support visits for school and teachers in the subject/subject field. Co-ordinate the maintenance, development, support and administration of the subject at provincial district level. Represent the province and facilitate participation in all departmental curriculum projects in conjunction with outside agencies regarding the subject. Provide leadership in the development and utilization of extra LTSM. Develop support programmes and materials to address identified curricular needs of teachers. Ensure effective planning, monitoring, implementation and support of teacher and support monitoring and implementation of CAPS.

Senior Education Specialist(SES) Posts for Intersen

EFAL (2)	Cradock	EDU 327
	Queenstown	EDU 328
	Graaf-Reinet	EDU 329
IsiXhosa(4)	Cradock	EDU 330
	Sterkspruit	EDU 331
	Dutywa	EDU 332
	Uitenhage	EDU 333
Creative Arts (3)	Queenstown	EDU 334
	Butterworth	EDU 335
	Bizana	EDU 336
Life Orientation (3)	Mthatha	EDU 337
	Lady Frere	EDU 338
	Graaff Reinet	EDU 339
Technology (4)	Port Elizabeth	EDU 340
	Sterkspruit	EDU 341
	East London	EDU 342
	Mt Frere	EDU 343
Economic and Management Sciences (3)	Port Elizabeth	EDU 344
	Grahamstwon	EDU 345
	Fort Beaufort	EDU 346
Social Science (4)	Sterkspruit	EDU 347
	East London	EDU 348
	Libode	EDU 349

	Graaff Reinet	EDU 350
Senior Education Specialist(SES) Posts for Foundation Phase		
Life Skills (5)	Grahamstown	EDU 351
	East London	EDU 352
	Maluti	EDU 353
	Port Elizabeth	EDU 354
	Fort Beaufort	EDU 355
Languages (5)	Uitenhage	EDU 356
	Maluti	EDU 357
	Qumbu	EDU 358
	Fort Beaufort	EDU 359
	King Williams Town	EDU 360
Mathematics (3)	Lady Frere	EDU 361
	Sterkspruit	EDU 362
	Qumbu	EDU 363
Grade R(5)	Butterworth	EDU 364
	Graaff Reinet	EDU 365
	Libode	EDU 366
	Uitehange	EDU 367
	Queenstown	EDU 368

NOTE: CANDIDATES WILL BE REQUIRED TO UNDERGO REFERENCE CHECKING

Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

INSTRUCTION TO CANDIDATES

Note: Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. Only shortlisted candidates will be contacted. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply. Please note that communication will be limited to the short-listed candidates only.

NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of Director: Human Resource Administration ONLY for positions in Head Office - Zwelitsha, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605. Enquiries can be directed to: Mrs NT Sipahlanga/Mr TK Dimbaza (040-6084064/4548), and to the relevant District Office in respect of posts at districts. A list with addresses of District Offices is attached. See Annexure A below:

CLOSING DATE: 17 November 2017

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	