



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

Physical Address: Steve Vukile Tshwete Education Complex, Zone 6' Zwelitsha.
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POST : **DIRECTOR: SCHOOL HEALTH AND SOCIAL PLANNING (REF NO: DOE 01/10/2017)**
CENTRE : Head Office-Zwelitsha
SALARY SCALE : An all-inclusive remuneration package of R948 174- R1 116 918 per annum
SALARY LEVEL : 13
REQUIREMENTS : A recognized B degree in Education/Social Science or Health. A minimum 5 years middle management relevant experience in the field of HIV and AIDS and health related policies. Proven knowledge and experience of the PFMA, Conditional Grants and Financial Management and development of Business Plans. Valid driver's license. Computer literacy (MS Word, PowerPoint) is essential. Project management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government partnership.

DUTIES : Develop appropriate policies to respond to HIV and AIDS, TB and STI's across all levels of the Education system. Communicate the Departments response to public and local education campaigns. To improve the quality of life of learners and educators in the education system. Promotion, health and life skills programmes to all learners and educators. Develop appropriate intervention strategies to assist learners experiencing barriers to learning. Facilitating social cohesion programmes to in ensuring, learners access, retention performance.

DIRECTOR : **SCHOOL NUTRITION AND POVERTY ALLEVIATION PROGRAMMES, FOOD SECURITY AND HEALTH PROMOTION (Ref No: DOE 02/10/2017)**
CENRE : Head Office-Zwelitsha)
SALARY NOTCH : An all-inclusive remuneration package of R948 174- R1 116 918 per annum
SALARY LEVEL : 13
REQUIREMENTS : A minimum degree in Education/Social work or Health. A minimum of 5 years middle management experience in the relevant field. Proven knowledge and experience of the PFMA, Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential.

DUTIES : Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources. Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.

DIRECTOR : **ACCESS PROMOTION (SCHOLAR TRANSPORT, HOSTEL GORVENANCE, ADMINISTRATION AND EPWP (Ref No: DOE 03/10/2017 HEAD OFFICE-ZWELITSHA)**

SALARY NOTCH : An all-inclusive remuneration package of R948 174- R1 116 918 per annum
SALARY LEVEL : 13

REQUIREMENTS : BCOM/ BSc in Computer Science/ BTech in Information Technology. A minimum of 5 Years. in middle management, experience in data management, verification of data and accessing data. Experience in field of Social Cohesion and management of effective partnership and implementation of relevant policies. Financial Management skills. Experience in compiling of reports and management of institutions and provisions thereof. Valid driver's licence and Advanced Computer Skills (Ms Word, PowerPoint, Ms Excel). Management of Data Qualification. Extensive experience in data qualification and designing of system that will assist with data management.

DUTIES : To ensure the provision of transport services for all types of learners (including learner with disabilities). To provide access to public ordinary schools through scholar transport. Develop, monitor and facilitate the implementation of School Hostel Policy Framework and Norms and Standards. Develop appropriate policies and strategies to ensure regular and safe learner transport. To promote job opportunity programmes (EPWP) to enhance programme implementation.

POST : **DIRECTOR: TELECOLLABORATIVE LEARNING AND TECHNOLOGY EDUCATION**
Ref No: DOE 04/10/2017

CENTRE : Head Office-Zwelitsha

SALARY SCALE : An all-inclusive remuneration package of R948 174- R1 116 918 per annum

SALARY LEVEL : 13

REQUIREMENTS : A relevant degree in Public Administration or equivalent qualification plus 5 years' experience at middle management level. An appropriate experience of 3-6 in Public Service Administration. A clear understanding of Public Service Legislation, management of Diversity, Basic Conditions of Employment Act, Educators Employment Act and Regulations. A valid driver's license.

DUTIES : To develop innovative systems to support e-learning and Maths, Science and Technology. To manage and co-ordinate the use of multi-media information communication services, including resource centres. To develop and integrate the e-Learning policies into the curriculum through innovative systems. Ensure the appropriate development and selection of learning and teaching support materials to schools. Develop, maintain and co-ordinate the implementation of the provincial e-Learning framework. Oversee the development and functioning of school libraries and the processing of library materials. Establish and administer the ECDOE: Head Office Library and Information Service. Data warehousing of curriculum information and making it available to relevant stakeholders. Commission research in Curriculum related areas. Co-ordinate all education strategies and developmental programs for Mathematics, Science and Technology Education(MSTE). Co-ordinate relevant Partnership Projects.

POST : **ASSISTANT DIRECTOR: DATA ANALYST Ref No: DOE 05/10/2017**

CENTRE : **Head Office-East London Leadership Institute**

SALARY SCALE : An all-inclusive remuneration package of R334 545- R404 121 per annum

SALARY SCALE : **09**

REQUIREMENTS : An appropriate Degree in Information Technology/Level 7 qualification. A sound communication, managerial and report writing skills. A valid driver licenses. Proven track record and experience of at least 5 years and/or qualification in: Database development and administration in SQL Server. Server administration in MS Windows Server, 2018 and higher. Development such as PHP, C#, ASP.NET, MYSQL, HTML & CSS. Proven data mining skills. Data integration, warehousing and analysis. Database security. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Project management & planning. Knowledge and experience of the following is strongly recommended: Knowledge and practical experience in school administration systems, specifically SASAMS.

DUTIES : The successful candidate will be responsible for managing the abovementioned tasks in the Education Management Information System(EMIS) Sub directorate ie. The planning, implementation and maintaining of a provincial SASAMS data warehouse, loading, troubleshooting and interpretation of data, cleansing of data as well as generating and interpreting statistical reports and forecasts on all EMIS data. Another function of the candidate will be to develop, test and maintain web based tools for the submission of data from schools. The candidate will be responsible for the maintenance of the EMIS database, integrating databases from various sectors, warehousing of data, creation of normalized databases as well as the maintenance of the databases. The candidate will furthermore be responsible for the creation and storage of daily backup sets. Establishment and implementation of data security protocols.

POST : **ASSISTANT DIRECTOR: HRIS POLICY & RESEARCH (Ref No: DOE 06/10/2017)**
CENTRE : **Head Office-East London Leadership Institute**
SALARY SCALE : **An all-inclusive remuneration package of R334 545- R404 121 per annum**
SALARY LEVEL : **09**
REQUIREMENTS : An appropriate degree in Human Resource Management/Public Management/Public Administration minimum with 5 years' experience of which three years must have been at supervisory level. Computer literacy. A valid driver's license.

DUTIES : Develop and facilitate the implementation of relevant HR Information System in Dept. Facilitate the application of HR Information Systems. Manage and monitor the utilization of relevant HR Information Systems components. To analyze HR related data. Facilitate establishment and effective utilization of HR management Database at Head Office and Districts. The rendering of advisory services to department on HR Information matters, including the supply and demand of HR in line with the strategic plan of the department. Provide support to management with regards to HR related matters.

POST : **ASSISTANT DIRECTOR: SALARY CONTROL UNIT Ref No: DOE 07/10/2017)**
CENTRE : **Head Office-Zwelitsha**
SALARY SCALE : **An all-inclusive remuneration package of R334 545- R404 121 per annum**
SALARY LEVEL : **09**
REQUIREMENTS : An appropriate degree in Financial Management/Internal Auditing or Accounting plus five years' experience in the relevant field of which three years must have been at supervisory level in the area of salary payment. A valid Driver's license. Proficiency in the application of transversal systems: PERSAL and BAS, proficiency in the application of MS Office package (Word, Excel and PowerPoint).

Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educators Act. Effective verbal and written communication skills including presentation skills, expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Project management, Planning and Organizational Skills.

DUTIES : Manage and monitor the timely processing of salary benefits, allowances and leave gratuities in Districts and Head Office. Reconcile all payments done and prepare monthly compliance reports and monitor filing of payment documents. Implement policies, procedures and instructions enhancing departmental preventative and detective controls in the resources and service benefits payment domain. Attend to internal and external Audit queries. Ensure effective and efficient implementation of internal controls to mitigate risks. Effectively, Economically and Efficiently manage the monetary, physical and Human Resources allocated to the operational unit, inclusive of the development of staff members and the maintenance of discipline in the workplace.

POST : **ASSISTANT DIRECTOR: DEDUCTIONS AND REBATES (Ref No: DOE 08/10/2017)**
CENTRE : **Head Office-Zwelitsha**
SALARY SCALE : **An all-inclusive remuneration package of R334 545- R404 121 per annum**
SALARY LEVEL : **09**
REQUIREMENTS : An appropriate degree in Financial Management/Internal Auditing or Accountant plus a minimum of five years' experience in the relevant field of which three years must have been at supervisory level in area of salary payment services. A valid Driver's license. Proficiency in the application of transversal systems: PERSAL and BAS, proficiency in the application of MS Office package (Word, Excel and PowerPoint).

Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educators Act. Effective verbal and written communication skills including presentation skills, expenditure analysis, financial compliance and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Project management, Planning and Organizational Skills.

DUTIES : Manage and monitor the timely processing of monthly, bi-annual and year-end tax reconciliations. Reconcile the tax related suspense accounts and ensure that pay-overs are done. Implement policies, procedures, and instructions enhancing the departmental preventative and detective controls in the resources and service benefit payment domain. Attend to internal and external audit queries. Ensure effective and efficient implementation of internal controls to mitigate risks. Effectively, Economically and Efficiently manage the monetary, physical and Human Resource Allocated to the operational unit, Inclusive of the development of staff members and maintenance of discipline in the workplace. Ensure the clearance of monthly exceptions before month end closure and the performance of the BAS/PERSAL expenditure reconciliation. Monitor the performance of salary reversals and the submissions of interdepartmental claims.

POST : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT - HRD UNIT(Ref No: DOE 09/10/2017)**

CENTRE : **Head Office-Zwelitsha**

SALARY SCALE : **An all-inclusive remuneration package of R334 545- R404 121 per annum**

SALARY LEVEL : **09**

REQUIREMENTS : An appropriate degree in Human Resource Management/Public Management/Public Administration with 5 years' experience of which three years must have been at supervisory level. Computer literacy. A valid driver's license.

DUTIES : The co-ordination of skills development procedures in the department. The monitor and the implementation of Skills Development administration in the directorates and districts. Review and advise on the implementation of Skills Development in all Department policies, projects and programmes. Assist line management in ensuring compliance with the Skills Development Act and Regulations. The development and preparing of annual training and reports on Skills Development.

POST : **SENIOR ADMIN OFFICER-SKILLS DEVELOPMENT (Ref No: DOE 10/10/2017)**

CENTRE : **Head Office - Zwelitsha**

SALARY SCALE : **An all-inclusive remuneration package of R281 418-R331 497per annum**

SALARY LEVEL : **08**

REQUIREMENTS : An appropriate degree (NQF level 7) with three years' experience of which one year must be at supervisory level or diploma (NQF level 6) with five years' experience of which three years must be at supervisory level or Matric with ten years' experience in Human Resource Development field. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Must have a valid driver's license. Excellent writing skills and grounded knowledge of PERSAL.

DUTIES : Rendering of administrative support services. Procurement administration for the activities of the sub-section. Document and knowledge management. Coordinate media and parliamentary queries. Provision of support to sub-section regarding meetings, workshops, strategic planning session for the sub-section or exhibitions at conferences and seminars. Keep circulars and all relevant HR, Finance and Supply Chain Management policies updated.

POST : **CHIEF PERSONNEL OFFICER-PERSAL RECONCILIATION & LEAVE MANAGEMENT (REF NO: DOE 11/10/2017)**

CENTRE : **Head Office – Zwelitsha**

SALARY SACALE : **An all-inclusive remuneration package of R281 418-R331 497per annum**

SALARY LEVEL : **08**

REQUIREMENTS : An appropriate Degree (NQF level 7) in Human Resource Management with three years experience of which one year must be at supervisory level or Diploma (NQF level 6) in Human Resource Management with five years' experience of which three years must be at supervisory level and Matric with ten years' experience in the Human Resource Management field. Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Knowledge of persal. Planning and organizing skills and communication skills. Ensure that the suspense file on the Persal system is cleared within specific time. Ensure the implementation and maintenance of effective monitoring tools and control measures. Ensure prioritized training of staff. Management of leave. Ensure that leave gratuities are paid on time. Supervise subordinates and qualify assure their work. Management of PILIR monthly reports and liaise with Health Risk Management.

POST : **SENIOR ADMIN OFFICER- SCM (REF NO: DOE 12/10/2017)**
CENTRE : Head Office – Zwelitsha
SALARY SCALE : An all-inclusive remuneration package of R281 418 - R331 497 per annum
SALARY LEVEL : 08
REQUIREMENTS : An appropriate Degree (NQF level 7) with three years' experience of one year must be at supervisory level or Diploma (NQF level 6) with five years' experience of which three years must be at supervisory level and Matric with ten years' experience in the Supply Chain Management field. Knowledge of Logis, BAS and Computer literacy (Excel, PowerPoint). A valid driver's license will be an added advantage.

DUTIES : Requesting BAS reports for Asset Additions(monthly). Maintenance of Asset Register. Knowledgeable of SCOA codes. Follow-up on cases reported on losses with police on undictated cases and submit reports to the Head of Department requesting write-offs on those assets.

POST : **SENIOR ADMIN OFFICER- SCM (Ref No: DOE 13/10/2017)**
CENTRE : Head Office – Zwelitsha
SALARY SCALE : An all-inclusive remuneration package of R281 418-R331 497per annum
SALARY LEVEL : 08
REQUIREMENTS : An appropriate Degree (NQF level 7) with three years' experience of one year must be at supervisory level or Diploma (NQF level 6) with five years' experience of which three years must be at supervisory level and Matric with ten years' experience in the Supply Chain Management field. Knowledge of Logis, BAS and Computer literacy (Excel, PowerPoint). A valid driver license will be an added advantage.]

DUTIES : Maintenance of loss register. Conduct stock-taking, verifications and spot checks. Marking of newly purchased assets with bar-codes. Maintenance of asset register. Knowledgeable of SCOA codes.

POSTS : **SENIOR ADMIN OFFICER- SCM (REF NO: DOE 14/10/2017)**
CENTRE : Head Office-Zwelitsha
SALARY SCALE : An all-inclusive remuneration package of R281 418-R331 497per annum
SALARY LEVEL : 08
REQUIREMENTS : An appropriate Degree (NQF level 7) with three years' experience of one year must be at supervisory level or Diploma (NQF level 6) with five years' experience of which three years must be at supervisory level and Matric with ten years' experience in the Supply Chain Management field. Knowledge of Logis, BAS and Computer literacy (Excel, PowerPoint). A valid driver's license will be an added advantage.

DUTIES : Donations. Stock -taking of departmental Assets. Verification of departmental Assets. Maintenance of Asset Register. Knowledgeable of SCOA codes.

POST : **CHIEF PERSONNEL OFFICER- CUSTOMER CARE UNIT X10 POSTS (REF NO: DOE 15/10/2017)**
CENTRE : Head Office – Zwelitsha
SALARY SCALE : An all-inclusive remuneration package of R281 418-R331 497per annum
SALARY LEVEL : 08
REQUIREMENTS : An appropriate degree (NQF level 7) in Human Resource Management/Public Administration/ Public Management with three years' experience of one year must be at supervisory level or diploma (NQF level 6) in Human Resource Management/Public Administration/ Public Management with five years' experience of which three years must be at supervisory level. Matric with 10 years' experience in the HR field. Must be able to express yourself fluently. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Continuous improvement, problem solving and decision making, client orientation and customer focus, communication and information management. Background in the call Centre environment will be an added advantage. Reasonable experience in computer applications in the office management including MS Word, MS Excel, PowerPoint and Outlook. Knowledge and application of Batho Pele Principles. Must be able to work independently and work with a team. Have well developed interpersonal communication (both verbal and written) skills.

DUTIES : Handle HR related enquiries. Provide expert advice relating to HR related responses. Implement HR prescripts and policies in the Customer Care Unit. Implement relevant personnel administration, personnel practices and procedures. Resolve queries immediately. Answering calls relating to confirmation of employment, Garnishee enquiries, Legal enquiries, etc. Maintain and administer Peral information including leave applications, Prepare Human Resources reports based on the queries received and captured in the system. Deal with HR related queries that comes through the Presidential Hotline, for the entire Education Province (in the 12 Circuit Management Centres)

POST : **SECRETARY-FINANCIAL MANAGEMENT SERVICES (REF NO: DOE 16/10/2017)**
CENTRE : **Head Office-Zwelitsha**
SALARY SCALE : **An all-inclusive remuneration package of R226 611-R262 992 per annum**
SALARY LEVEL : **07**

REQUIREMENTS : An appropriate diploma (NQF level 6) with three years' experience of which two years must be at supervisory level in Public Relations Management or equivalent qualification in Office Management and Matric with six years' experience. A valid driver licenses. Proficiency in the MS Office Package (Word, PowerPoint and Excel).
Competencies: Client orientation. Problem Solving and analysis skills. Communication, Report writing, Microsoft packages.

DUTIES : Provide secretary support services to the Chief Director. Ensure the safekeeping of all documentation in the office of the Chief Director – Finance in line with the relevant legislation and policies. Coordinating office support services and provide support in performance of the Chief Director's duties. Ensure the effective flow of information(correspondence) and documents to and from the office. Draft documents as required, receive telephone calls. Ensure travel arrangements are well coordinated. Record minutes/decisions and communicates relevant role players, follow up in progress made. Manage office budget and monitor expenditure and commitments on a monthly basis. Ensure that all payments are made within 30 days.

POST : **PRINCIPAL PERSONNEL OFFICER: PERSAL RECON & LEAVE MANAGEMENT**
(REF NO: DOE 17/10/2017)
CENTRE : **Head Office-Zwelitsha**
SALARY SCALE : **An all-inclusive remuneration package of R226 611-R262 992 per annum**
SALARY LEVEL : **07**

REQUIREMENTS : An appropriate diploma (NQF level 6) in Human Resource Management with three years' experience of which two years must be at supervisory level. Matric with six years' experience of which two years must be at supervisory level in HR field. Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Dealing with payment of leave gratuity. Payment of long service awards. Auditing of attendance registers. Auditing of files for the payment of leave gratuity. Submission of pillar cases, liaise with districts offices and the offices of the Health Risk manager.

POST : **ACCOUNTING CLERK: BANK RECONCILIATION SERVICES; X 3 POSTS**
(REF NO: DOE 18/10/2017)
CENTRE : **Head Office - Zwelitsha**
SALARY SCALE : **An all-inclusive remuneration package of R152 862-R180 063 per annum**
SALARY LEVEL : **05**

REQUIREMENTS : A grade 12 certificate with Mathematics and Accounting as passed subjects. No experience required. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service Financial Legislations procedures and Treasury Regulations (PFMA, Treasury Regulations, DORA, PSA, Financial Manual). Planning and organization skills. Computer literacy skills. Flexibility. Communication skills (verbal and written). Interpersonal relations. Basic numeracy skills. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.

DUTIES : **Clearance of bank related suspense accounts:** Reconciliation of a PMG account on a daily basis. Ensure that there is an optimum cash available in the PMG account. Ensure that all revenue collected and accounted for on BAS is surrendered to Provincial Treasury monthly within 15 days after the month-end. Prepare monthly reconciliation Cash Requisition and Revenue surrendered ensuring that it agrees with Provincial Treasury.
Identify cases that are older than three months: Identify slow/non-moving transactions.

Provide age analysis. Hand-over/forward to supervisor for investigation. **Monthly reports:** Monthly of reconciliation of accounts. Document management last working day of the month. Financial statements inputs after the specific quarter except for March where supervisors will communicate the date. Report on any other problem that may hamper progress in the clearance of suspense accounts. **Attend to all queries and enquiries adequately (including AG).** Keep a register of all queries. Responding adequately to all queries and enquiries timeously. Assist to collect all necessary information towards the response of all RFI's. **Adequate assisting the supervisor at all times.** Perform any delegated task by superior and report back. Take responsibility in the absence of the superior within the power of your financial delegation.

POST : **ACCOUNTING CLERK: DEDUCTIONS & REBATES, Ref No: DOE 18/10/2017**

CENTRE : Head Office-Zwelitsha

SALARY SCALE : An all-inclusive remuneration package of R152 862-R180 063 per annum

SALARY LEVEL : 05

REQUIREMENTS : A matric certificate with Mathematics and Accounting as passed subjects. No experience required. A valid driver licence. Computer literacy (Word, Excel and PowerPoint)
Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educator Act. Effective verbal and written communication skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of task and be able to work under pressure.

DUTIES : Be responsible for a variety of administrative duties related to pay slip distribution. Ensure effective and efficient sorting, distribution and reconciliation of the payroll returns. Capturing in PERSAL and BAS.

CLOSING DATE : **17 November 2017**

Applications received after closing date will not be considered. no faxed applications will be accepted.

To obtain more information on requirements and functions: www.ecdoe.gov.za

Applications can be forwarded through one of the following options:

Hand Delivery: Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

Post to: Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.. Enquiries: Mrs NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548) Mr. M. Mbangi at (040) 609 6248 / 6290

NOTE :

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 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 originally 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). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. 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. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**